



**THE USE OF LIBRARY COLLECTION IN THE  
CENTRAL UNIVERSITY LIBRARIES OF  
DELHI AND U. P.**

**DISSERTATION**

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**IN**

**LIBRARY & INFORMATION SCIENCE**

**BY**

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*This is to certify that Mr. ASIF FAREED SIDDIQUI has completed his dissertation entitled "The use of Library Collection in the Central University Libraries of Delhi and U.P." in partial fulfilment of the requirements for the degree of Master of Philosophy in Library and Information Science. He has conducted the work under my supervision and guidance. I deem it fit for submission.*

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## *Chapter - 1*

# **INTRODUCTION**

## **CHAPTER-1**

### **INTRODUCTION**

A university is a pivot of higher education and library is the core of a university, since it occupies a central and prime place in teaching, research and transmission of learning and creation of knowledge, providing as it does facilities to its users to keep them abreast of the dynamic growth of knowledge and latest technological innovations and improvements in the system of education. Therefore, library documents have to meet diverse and growing needs of educational programmes of the users from undergraduate to research levels. A university has to serve a variety of users, ranging from course oriented or syllabus oriented students to serious researches. Technique used to disseminate information to such users are also diverse, from traditional search techniques to most modern online searches of international databases using latest communication technology.

In every academic institution it is essential to acquaint the users with the collection available in it. Due to the explosion of knowledge, increasing number of users and higher levels of research on complex topics it is obligatory on the part of library personnel to regulate the

use of library collection to the entire satisfaction of its users.

### **SELECTION OF THE TOPIC**

The topic of the present study is "The use of Library collection in the central university libraries of Delhi and U.P." Selection of the topic was based on a preliminary investigation into study and various aspects of the libraries of the two universities and their comparative study such as Function, Organisation, Administration, Services provided by them. The present work is intended to serve the library users, personnel, authorities and researchers interested in this or related field.

### **NEED AND PURPOSE OF THE STUDY**

A university Library is meant basically to cater to the needs and requirements of students and teachers and to support teaching and research programmes of a university. However, university libraries are facing problems in fulfilling their aim and objectives. Financial crunch is hampering the building of a balanced collection. Poor communication facilities, lack of awareness and, above all, unwillingness to share already scarce resources have contributed to the sorry state of affairs in these Libraries. Under the circumstances, librarians have to use management techniques like periodical evaluation of the

library collection and their use, cost effectiveness of journals subscribed to and adaptation of acquisition policy of collecting material to meet the requirements of the users within the available means and finances, and provide better library services for effective use of the library collection.

In view of the constraints facing university libraries in India, the present study acquires great and growing relevance to the modern librarianship. Its objective is to systematically discuss the requirements of efficient working, administration and organisation of the Library system in the country with special reference to Maulana Azad Library, Aligarh Muslim University, Aligarh and the Library of Jawaharlal Nehru University, New Delhi, and to draw conclusion concerning these so that the librarians may ensure maximum use of their collection.

#### OBJECTIVES OF THE STUDY

The present work has been undertaken with the following objectives:

- (i) To study the growth and development of the Maulana Azad Library, A.M.U., Aligarh and Jawaharlal Nehru University Library, New Delhi since their inception.
- (ii) To examine their Finances, collection and staff, as well as services provided by them relating to the use of their collection.

- (iii) To assess the actual use of library collection in these two Libraries by different categories of their users.
- (iv) To evaluate the collected data with a view to examining the adequacy or otherwise of the use of collection in these libraries.
- (v) To suggest measures to optimise the use of the library collection in these libraries.

#### SCOPE OF THE STUDY

The present study, has been taken up to look into the available resources of the library and the extent of their use by different kinds of users.

There are six central university libraries in the states of Delhi and U.P., out of which four are in Delhi and two in U.P. These are as follows:

#### DELHI

1. Delhi University Library, Delhi.
2. Jawaharlal Nehru University Library, New Delhi.
3. Dr. Zakir Husain Library, Jamia Millia Islamia, New Delhi.
4. Indira Gandhi National Open University Library, New Delhi.



## U.P.

5. Maulana Azad Library, Aligarh Muslim University,  
Aligarh.
6. Benaras Hindu University Library, Varanasi.

In order to make an intensive study, the scope of the topic has been limited to only two central university libraries, taking one library each from U.P. and Delhi i.e. Maulana Azad Library and Jawaharlal Nehru University Library. Seminar libraries of various faculties, institutes, centres, schools, colleges and halls of residence libraries in Aligarh Muslim University have been excluded from the study.

Users' groups in these Libraries have been divided in to five categories. These are members of the teaching and Non-teaching staff, research scholars, Postgraduate students, Undergraduates and others. The 'others' category includes students of class XI, XII, Diploma in Engineering and Special members using M.A.Library and students of part-time courses and IIT, and special members who use Jawaharlal Nehru University Library.

## HYPOTHESES

The present study has been undertaken on the basis of the following hypotheses:

- (i) Adequate collection helps in Optimal use of material.

- (ii) Better library services promote maximum use of a library collection.
- (iii) Helpful attitude of the library staff promotes the use of a library collection.
- (iv) Proper planning, policies and norms of the library help in optimum utilization of a library collection.

### **METHODOLOGY**

Attempts have been made to find out available resources of the library and their use by different categories of users. For this, survey method has been used to study the situation prevailing in the two libraries selected for special study. Various data gathering tools are used in a systematic way for collection of data. Statistical techniques have been used for analysis and interpretation of the data. The Historical Method has also been used to study the growth and development of these libraries.

### **SOURCES OF DATA**

The data has been collected from three different sources:-

- (i) Published material
- (ii) Official records
- (iii) Questionnaire

**(i) Published material**

In order to achieve the objective of the present study, all the relevant published material has been consulted from the available resources.

**(ii) Official records**

The official records of the concerned university and their libraries have been consulted to assess the resources, budget, collection and their growth and development.

**(iii) Questionnaire**

The study is primarily based on the evaluation of the use of library facilities through Survey, Interview and questionnaire. For this study, a questionnaire consisting of four sections for seeking to elicit various type of required information, was designed. The detailed questionnaire is given as appendix-1.

**PILOT SURVEY**

A pilot survey was undertaken to ensure that the questions were as meaningful to the average respondent as they were to the investigator, and to decide which questions were relevant for the purpose of the study. The questionnaires were distributed to 50 users for the pilot study which was helpful in modifying the questionnaire suitably.

## **QUESTIONNAIRE ADMINISTERED**

A large number of library users at both the libraries i.e. JNU Library and Maulana Azad Library, AMU, ranging from the undergraduate to members of the staff, have been surveyed with a view to analysing their opinions regarding the collection used by them. For this purpose, five percent population has been taken from each segment.

There are 266 questionnaire distributed among the all five categories of users of JNU Library, out of which 54 are the members of the staff, 95 Research scholars, 45 Postgraduates, 33 Undergraduate students and 39 of other categories. Out of the 266 users, only 155 responses were received. These received responses include 20 from the members of the staff, 60 from Research Scholars, 38 from Postgraduates, 22 from Undergraduate students and 15 from the other category of users.

Similarly 656 questionnaire were distributed in Maulana Azad Library, out of which 235 were staff members, 26 Research Scholars, 68 Postgraduates, 191 Undergraduate students and 136 of other category, and 175 responses received from the staff members, 16 from Research Scholars, 45 from Postgraduates, 125 from Undergraduate students and 74 from the other category. The details of the collection, analysis and interpretation of data is given in the chapter fifth.

### **ANALYSIS AND INTERPRETATION OF DATA**

The data has been collected, tabulated, analysed, interpreted and presented by using statistical methods and conclusions was drawn on the basis of this data.

*Chapter - 2*

**DEVELOPMENT OF  
UNIVERSITY LIBRARIES  
IN INDIA**

## CHAPTER-2

### DEVELOPMENT OF UNIVERSITY LIBRARIES IN INDIA

India, one of the oldest civilization in the world, has been a centre of higher learning from ancient times. As far as libraries are concerned, they, too, existed in this country, from ancient times. Monasteries, mathas, temples and Buddhist viharas were educational and cultural centres, too, and had their libraries, called Pustakalayas. Collections of these libraries consisted of tablets with inscription on them.<sup>1</sup> Dr. S. Radhakrishnan, a great philosopher and former President of India, says that in the olden days teachers of India were themselves librarians and they were held in highest esteem.<sup>2</sup> According to Newton Mohun Dutt the teachers were mobile Libraries<sup>3</sup> while Richardson calls them Memory Libraries.<sup>4</sup>

### UNIVERSITY LIBRARIES IN ANCIENT TIMES

Academic libraries in ancient India were an integral part of higher education. In 414 A.D., when Taxila University was founded in the city of Gandhara, it attracted students from all over the world and had an excellent library to serve its students and faculty members. The library collection included works on Hinduism, Political Science, Literature, Medicine and Philosophy. The university

along with its library was destroyed by Hunas later in the century.

Jainism and Buddhism marked a new Socio-religious awakening among the people of the country. They copied religious manuscripts on a mass scale to propagate their philosophy. It was a golden age in India from the view point of literature and philosophy. The world famed univeristies i.e. Nalanda, Vikramshila, Vallabhi and Odanta Puri were established during that period. They had big libraries for their students and faculty members.

Nalanda university, located about 55 miles south east of Patna in Bihar, occupied a unique place and played a dynamic role in ancient India.<sup>5</sup> It had a splendid and well planned library for its thousands of students and hundreds of teachers. Its library campus was known as Dharma-ganja comprising three monumental edifices aptly called Ratna-Sagar, Rathodadhi and Ratnaranjika. The Ratnodadhi was a nine storeyed skyscaper with specialized colletions of rare and sacred works. It was because of its library that Nalanda university became the ideal centre of education in Asia. Description of many others good academic libraries can be found in the writings of Chinese travelers Fa-Hein, Hiuen-Tsang and I-Tsing, who visited India in 399 A.D., 629 A.D. and 672 A.D. respectively.<sup>6</sup>



## UNIVERSITY LIBRARIES IN MEDIEVAL PERIOD

The development of academic libraries and higher education were much affected due to the battles and wars during the early medieval period.

In later medieval period, various development took place in the educational institutions of higher learning and in their libraries. The Bahamani kings founded many colleges with their libraries in his kingdom during the 14th century. Muhammad Shah Bahamani II founded a college at Bidar. The total collection of its library was 3,000 volumes. This college is considered to be "one of the many beautiful remains of the grandeur of the Bahamanis".<sup>7</sup>

The rule of Mughal dynasty was established by Babur in 1526, after defeating and killing of Ibrahim Lodhi, the sultan of Delhi, at the battle of Panipat. This dynasty ruled in India upto 1751.

Mughals were lovers of books and they had paid much attention towards the development of education as well as libraries during their periods. There were two types of Mohammadan educational institutions in various parts of the country. These were Maktabas and Madrasahs, the Maktabas signify a primary school attached to a mosque for elementary education while the Madrasah is regarded as a school or college for higher education. Babur, Humayun, Akbar, Jahangir, Lal Beg, Shah Jahan and Aurangzeb are prominent

kings, who maintained their respective libraries, having good collection of books and other materials of the concerned period.

#### UNIVERSITY LIBRARIES DURING THE BRITISH PERIOD

During the British regime, the development of higher education and academic libraries was very slow. Many colleges, up to the first decade of 19th century, were without libraries. It was through The Charter Act of 1813 that a sum of rupees one lakh was granted annually for the improvement of literature and promotion of knowledge of the sciences among the inhabitants of the British territories in India. The direct result of this was the opening of a few colleges with their own libraries. In fact, some efforts were made for promotion higher education and establishment of libraries with the appointment of a Parliamentary Committee in the 1850s under the chairmanship of sir Charles Wood. On the recommendation of this Committee, three modern universities were set up in the presidency cities of Bombay, Calcutta and Madras, based on the model of London University.

In 1902 another commission was appointed under the chairmanship of sir Thomas Releigh. It evaluated the Indian higher education system and also enquired into the condition of the academic libraries in India. Its remarks on these were as under

" The present university libraries, there is not much to be said. The library at Madras appears to be entirely neglected; Bombay has a good collection of oriental and others books, but the library is little used by graduates and hardly by the other students. Calcutta had a library and funds have been granted for the purpose of making it to other libraries in Calcutta... The Allahabad university [founded 1887] had no library. Punjab university in Lahore established in 1882, did not have a very large library".<sup>8</sup>

One of the recommendation of the commission is " The affiliation of the colleges would not be approved with the univeristy untill colleges have good libraries. Inspite of the strong recommendation no proper attention was given to the improvement of academic libraries."<sup>9</sup>

In the early twentieth century the British Indian government discovered that the condition of Calcutta university and its affiliated colleges was very poor. The Government appointed an education commission under the chairmanship of sir Michel Sadler in 1917 to look in to the affairs of Calcutta univeristy. According to it one of the greatest weaknesses of the existing system was an extrordinarily unimportant part played by the libraries,<sup>10</sup> and recommended that libraries be strengthened and that

training be given to the students and occasionally to the teacher in the use of the library.<sup>11</sup> It was on the basis of this report published in August 1919, that university libraries of Madras and Calcutta appointed professional librarians in 1924 and 1934 respectively.

#### CONTRIBUTION OF Dr. S.R. RANGANATHAN

Dr. S.R. Ranganathan brought about a revolution in the library system of India, which was prevalent in the early 20th century. On his return from London, he joined the Madras University as a Librarian and later served around half a dozen university libraries of India and benefitted many others by his expert advice. The major changes which can be attributed to his tenure as librarian in the Madras univeristy can be summarised as follows- (i) He introduced open access system in 1929.

- (ii) He started the inter library loan system in the city of Madras and all local libraries participated in this co-operative programmes.
- (iii) He laid emphasis on the expansion of the Madras University Library collections which was raised to 120,000 from 30,000.
- (iv) Library hours were extended up to thirteen per day including sundays and holidays.
- (v) He introduced Reference Service.

(vi) The most important change brought about by him was to introduce the system of delivery of books to the homes of readers at nominal charges.

#### UNIVERSITY LIBRARIES IN INDEPENDENT INDIA

Library facilities in most of Indian colleges and universities remained very poor at the time of independence. The Government of India adopted significant measures to improve higher education and research in the country. It appointed a University Education Commission under the chairmanship of Dr. S.Radhakrishnan (1948), to survey the then prevailing system institutions of higher education and make recommendations to improve it. Emphasising the role of libraries in higher education, the Commission says-

" The library is the heart of all univeristy work. Both for humanistic and scientific studies. a first class library is essential in a university. There is no doubt that in most of the university annual grants for libraries are inadequate. It also recommended that univeristies and colleges should receive up to an optimum of 6.25% of the total budget or Rupees 40.00 per student as annual grant for their libraries".<sup>12</sup>

### UNIVERSITY GRANTS COMMISSION

The establishment of University Grants Commission in 1953 was a milestone in the development of university libraries in India. U.G.C. came into being as a result of strong recommendation of the Education Commission of 1948, to create an autonomous body on the model of the University Grants Committee of England, for the promotion of higher education in India. Its first chairman was Dr. C.D. Deshmukh, who was a lover of books and desired to furnish good libraries in all academic institutions. He appointed a Library Committee under the chairmanship of Dr. S.R. Ranganathan in 1957 to look into the condition of academic libraries and give advice to the Commission on various problems concerned with provision of grant to libraries, book purchase, development of reading habit and help to students in the use of libraries, documentation work and service to research workers, departmental libraries, library personnel, and their functions, classification, qualification, status, salary, scale and strength. This Committee submitted its report in 1959 and concluded that the plight of libraries was far from happy.<sup>13</sup>

The recommendations of this Committee included open access for readers; more professional staff; encouragement of inter library loan; the purchase of reproduction equipment for copying books, journals and microforms;

quality collection development and reference service; better library buildings and establishment of a separate teaching faculties or departments of Library science in universities.

University Grants Commission also appointed a Review Committee in July 1961, under the chairmanship of Dr. S.R. Ranganathan, to get well qualified staff for the university libraries. It submitted its report, which was published in 1965. This committee considered the improvement and coordination of the standards of teaching and research in the field of Library and Information Science in Indian universities.

#### KOTHARI COMMISSION

Since independence the growth of higher education in India has been very rapid. Many colleges and universities were opened during the 1950s and early 1960s. However the growth appeared to be more of quantitative than of qualitative nature. Therefore, Government appointed a Commission chaired by Dr. Daulat Singh Kothari in 1964 for the improvement of its quality. The Commission submitted its report on June 29, 1966 saying Nothing could be more damaging to a growing department than to neglect its library or to give it low priority. No new college, university or department should be opened unless adequate number of books in the library are provided for it.

## CARL M. WHITE'S SURVEY OF DELHI UNIVERSITY LIBRARY

(1965)

The purpose of this survey was-

- (i) To view study the set-up of library.
- (ii) To assess the effectiveness with which its responsibilities are being met.
- (iii) To suggest measures for improvement.
- (iv) To indentify problems which require further study.

The survey covered the following aspects: Book Collection, Governance, Administration, Services, Finances and Cooperation with other Libraries, and made recommendations on these aspects.

## SEMINAR OF COLLEGE LIBRARIES

A seminar of College Libraries was held on 8-11 May, 1965 at Jaipur. The aim of this seminar was to bring together trained librarians working in the college libraries of Rajasthan. This Seminar discussed norms for college libraries, problems of mechanics and economy, routines of librarianship, in library organisation and administration, need of an academic library association and challanges faced by these libraries and their response to these challenges.

## SEMINAR ON NATIONAL POLICY ON UNIVERSITY LIBRARIES

The Osmania University Library, Hydrabad organised a regional seminar on "National Policy on University



Libraries" on September 29-30, 1986. It was attended by almost all university librarians of south India. It made recommendations on the following aspects of these universities (i) Role of a university library (ii) Collection development (iii) Financing (iv) Relation between a university libraries and libraries of constituent colleges (v) Modernization (vi) Resource Sharing (vii) Space (ix) Open Universities etc.

#### **THIRTY- FOURTH ALL INDIA LIBRARY CONFERENCE**

The Thirty-fourth All India Library Conference was held on December 20-23, 1986 at Calcutta. The theme of this conference was "Library and Information Services; Assessment and Effectiveness". The Conference made an assessment and evaluation of Library and Information Science in university libraries, college libraries, special libraries, and public libraries, with regard to collection, personnel, use of computers, number of users, services and system of their working.

#### **RECOMMENDATIONS OF THE REPORT OF THE WORKING GROUP OF THE PLANNING COMMISSION ON MODERNIZATION OF LIBRARY SERVICES AND INFORMATION FOR THE SEVENTH FIVE YEAR PLAN (1985-90)**

The working group of the Planning Commission strongly recommended that the concerned authorities should take all

possible steps to establish, develop and modernize different library centres at an early stage of their establishment.

The working group made specific recommendations for university libraries under the following headings:

UNIVERSITY AND COLLEGE LIBRARIES,

- (a) Book Budget,
  - (b) Resource Sharing,
  - (c) Systems of University Libraries,
  - (d) Dormitory Libraries,
  - (e) Library Services,
  - (f) Professional Staff,
  - (g) Library Building, Furniture and Equipment,
- Reprographic facilities etc.

**PRESENT POSITION**

There are 204 universities and university level institutions in the country. Of these 30 are Agricultural universities, 9 Medical/Veterinary institutions, 17 Scientific and technical institutions. There are 147 traditional universities of which 4 are women universities and another four are open universities in the country. All of them, as of now, have established their own libraries to cater to the literature and informational needs of growing readership in terms of students and teachers.

As the number of university libraries are growing at a faster rate, it is becoming more and more difficult to acquaint the seekers about the information scattered in different parts of the country. The need arises to have such a system that can cope this obstruction. Hence the University Grants Commission has proposed in the Eighth Five Year Plan (1990-95) the establishment of networking system for resource sharing through computer communication links between the libraries of universities, colleges, R&D and other information centres. Initially at local level 400 nodes, comprising 170 university libraries, 30 autonomous colleges and advanced study centres and 200 R&D Libraires and information centres were to be set up. It is aimed offering at catalogue based, database, document supply, collection development and communication based services.

For the computerization of University Libraries, UGC started providing funds to University Libraries. During the Eight Five Year Plan fifty four Universities were funded for the Computerization of their Libraries. By the end of Ninth Five Year Plan, it is expected that hundered more University will be covered under this programme, which will result in bringing all the Universities under INFLIBNET.

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*Chapter - 3*

**UNIVERSITY LIBRARIES :  
OBJECTIVE AND FUNCTIONS  
IN MODERN TIMES**

## **CHAPTER-3**

### **UNIVERSITY LIBRARIES:**

#### **OBJECTIVE AND FUNCTIONS IN MODERN TIMES**

A university is meant for higher education involving teaching and research in various disciplines. In a university system, generally there is central library and as many departmental libraries as there are system covered by the university. The basic objective of a university library is to support teaching and research programmes.

#### **DEFINITION OF UNIVERSITY LIBRARY**

ALA Glossary of Library and Information Science defined a university library as "a library, or system of libraries, established, supported and administered by a university to meet the Information needs of its students and faculty and support its instructional research and service programme."

#### **OBJECTIVES OF UNIVERSITY LIBRARIES**

A university, as a centre of higher education, needs a well established library with a balanced collection and adequate services to meet the academic requirements of students and faculty members. Some of the objectives of a university library are enumerated below-

- (i) To acquire and accumulate various types of material to meet the requirements of different categories and

levels of users.

- (ii) To arrange all the essential reading material and other library facilities for a smooth running of all formal academic programmes.
- (iii) To guide research scholars, and provide them with the library resources which are useful for the advancement of their respective research projects.
- (iv) To keep the research scholars and faculty members informed about latest information in their respective fields of specialization by providing bibliographical and documentation services.
- (v) To inform the authorities about the achievement and literary output of the university and to seek financial support for its development.
- (vi) To bring reading material and readers together in order to ensure the personality development, self reliance, pleasure and the sharpening of intellectual curiosity of its users.<sup>1</sup>

#### **FUNCTIONS OF UNIVERSITY LIBRARY**

University library performs a variety of functions, by way of helping students in their education with text books, reference books, periodicals and so on. It also helps teachers and research scholars by providing a large number of bibliographical tools and upto date literature on every subject.

A university library plays a very important role in a modern university education by performing the following functions-

- (i) Informing fresh clientele about library holdings, library services through orientation programmes.
- (ii) Encouraging the reading habits among the students through various programmes.
- (iii) Assisting and guiding the researchers in the ways of investigation and research activities.
- (iv) Providing assistance to faculty members in their day to day assignment of teaching and research work.

Wilson and Tauber have summed up the functions of a university library as follows:

.1m9

"A well administered university library directs its activities towards the fulfillment of these functions. By accumulating and organizing books, manuscripts, journals and other reading materials, the university library serves as an invaluable aid in the conservation of knowledge and ideas and as an active force in the teaching, research and extension programs of the university. Through direct assistance to the members of faculty and research staff and through the services of the members of the library staff and instructional officers, the university library participates



in interpretative function of the university. Through its many bibliographical and other reference services the library aids individuals of the instructional and research staffs who are engaged in the preparation of materials for publication."<sup>2</sup>

The basic function of a university library is to support the objectives of the parent institution. Keeping in view the objectives of university libraries the Education Commission (1964-65) popularly known as "Kothari Commission", defines the functions of university libraries as follows-

- (i) To provide resources necessary for research in the fields of special interest to a university.
- (ii) To aid the university teachers in keeping abreast of developments in his field.
- (iii) To provide library facilities and services essential for the success of formal programmes of instruction.
- (iv) To open the door to the wide field of books that lie beyond the borders of one's own field of specialization.
- (v) To bring books, students and scholars together under conditions which encourage reading for pleasure, self discovery, personal growth and sharpening of intellectual curiosity.<sup>3</sup>

## **TEACHING AND RESEARCH FUNCTIONS OF UNIVERSITY LIBRARY**

Teaching, Research and extension service are the three major aims of a modern university. No university can, however, develop high standards of intellectual life in scholarship and scientific research without having at its centre a well stocked, well staffed and upto date library. Thus, a university library does not merely assist the instructional functions of a university but it also helps in teaching and research which are other major functions of a university. The teaching and research function of a university library as distinct from library housekeeping functions result in the maximum attainment of educational objectives of a university. Wilson and Tauber define and distinguish between these two functions as-

"By housekeeping level is meant the employment of administrative procedure by which a maximum of service is provided for the various groups which comprise the university, and administering the library at a teaching and research level means exactly the opposite of this. Such administration is based upon two assumptions-

- (a) That learning is promoted by means of various methods, including library use as well as the lecture, the discussion group, the laboratory exercise and the field trip, and

(b) that the library may be administered in such a way that it may make a maximum contribution to the learning process."<sup>4</sup>

The fundamental role of the library is educational. It is not merely store house of reading material collected for preservation. but it also functions as a dynamic instrument to education, to feed the intellect of the student, encourage the researches of the faculty and invite all who enter its house to partake fully of its intellectual and cultural fare.

#### IMPORTANCE OF THE UNIVERSITY LIBRARIES

The library in university system is of great importance. The prime necessity of university is to have good library with balanced collection and adequate services to satisfy the needs of students and faculty members. Dr. Shankar Dayal Sharma, the then Vice-President of India, stated quite rightly in his speech at the 8th World Book Fair, February 5, 1988 at Delhi, regarding the importance of library, he said "a library is more important than a university because a library without a university where as a university can not do without a library."<sup>5</sup> In India, Commission after Commission have emphasised the importance of libraries in higher education. The Indian University Education Commission (1948-49) under the chairmanship of Dr. Sarvepalli Radhakrishnan says :

"The library is the heart of all university work; directly so, as regards its educational work which derives its life from research. Scientific Research needs a library as well as laboratories, while the humanistic research the library is both library and laboratories."<sup>6</sup>

The Kothari Education Commission (1964-65), too, stresses importance of a library in an educational institution stating that

"Nothing could be more damaging to growing department than to neglect its library or to give it a low priority. On the contrary, the library should be an important centre of attraction on the college and university campus."<sup>7</sup>

Laying stress on the role and utility of university library Paul Buck has the following to say-

- (i) the library is the heart of education. Every educational advance depends upon its resources and, in large measure, the degree of advance is proportionate to the potential response of the library.
- (ii) Methods and fashions in education change from generation to generation but each generation uses

the library as means of realizing its aims, hence the library remains a great conservator of learning, an investment in the library is permanent investment, guaranteeing returns for centuries to come;

(iii) A quality of education is impossible without quality of library.

(iv) You can not have a quality faculty without quality of library.

(v) Library is vital for proper exploitation of an intellectual resources; and

(vi) The library is essential to maintenance of free access to ideas, and to the functioning of untrammelled mind. Though control will never be successful so long as books are freely and widely available. Here the laboratory can never take the place of the library.<sup>8</sup>

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*Chapter - 4*

**UNIVERSITY LIBRARIES  
OF J.N.U. AND A.M.U.**

## CHAPTER-4

### UNIVERSITY LIBRARIES OF J.N.U. AND A.M.U.

#### JAWAHARLAL NEHRU UNIVERSITY

The Jawaharlal Nehru university, popularly known as JNU was established by an act of parliament, The J.N.U. Act, 1966 (53 of 1966) in the memory of Pandit Jawaharlal Nehru, the first prime minister of India to embody his ideas about the university education. The idea was-

"A university stands for Humanism, for tolerance, for reason, for the adventure of ideas and for the search of truth. It stands for the onward march of the human race towards ever higher objectives. If the university discharge their duties adequately, then it is well with the nation and the people".<sup>1</sup>

It was formally inaugurated by shri V.V. Giri, the then President of India, on the birthday of Jawaharlal Nehru (14th Nov. 1969) and started functioning formally from the academic year of 1971-72.

The J.N.U. is a centrally administered residential university having a beautiful campus. At present the university have more than twenty centres, which are grouped in about eight schools with one specialized centre. It also recognises some other institutions as the section 5(13) of



J.N.U. Act, 1966 empower the university to recognise institutions of higher learning and teaching for the purpose of academic evaluation and award of degrees.<sup>2</sup> The list of these recognised institutions is given below-

**TABLE 1 : LIST OF RECOGNISED INSTITUTIONS<sup>3</sup>**

Sl No.	Name of the Institution	Place
1	The National Defence Academy	Pune
2	The Army Cadet College	Dehradun
3	The College of Military Engg.	Pune
4	Military College of Electronics and Mechanical Engineering	Secunderabad
5	The Naval College of Engg.	Lonavla
6	The Military College of Telecommunication Engineering	Mhow
7	Centre for Development Studies	Trivandrum
8	The Centre for Cellular and Molecular Biology	Hyderabad
9	The National Inst. of Immunology	New Delhi
10	Bhabha Atomic Research Centre	Bombay
11	C.V. Raman Research Institute	Banglore
12	International Centre for Genetic Engineering and Biotechnology	New Delhi
13	Institute of Microbial Technology	Chandigarh
14	Central Institute of Medicine and Aromatic Plants (CIMAP)	Lucknow

### **STAFF**

The number of staff members has been increasing consistently as a result of all round expansion and development. During the session 1995-96, the total number of teaching staff was 375 consisting of 171 professors, 128 Associate Professors and 76 Assistant Professors.<sup>4</sup>

### **STUDENTS**

The total number of students have been increasing consistently as a result of all around expansion and development. At present i.e. 1995-96 the total number of students were 4,081 consisting of 3,832 full-time students and 249 part-time students.<sup>5</sup>

### **JAWAHARLAL NEHRU UNIVERSITY LIBRARY**

The Library of JNU is one of the most modern and well equipped university libraries in India. It started in the annexe in Vigyan Bhawan in 1969 and later shifted to the old campus of the university in the year 1970 and finally shifted to the new campus in 1989.

### **BULIDING**

The library is located in the midst of the academic complex of the University. The present building covers a carpet area of about 1,00,000 sq.ft. consisting of ground floor, Mezzanine floor and a nine storey tower,<sup>6</sup> each with different collections as well as reading facilities.

The ground floor houses a circulation counter, a text book counter and a reference counter, of which the last two are located in the centre hall and south hall respectively. This floor also contains the membership sections, current periodicals' as well as books back numbers of periodicals and reference collection pertaining to social sciences.

The Mezzanine floor houses offices of the Librarian and Deputy Librarians and the Management Section, Acquisition Section, Technical Services section, Documentation Section and Automation Section. Photocopying facility is also provided for users on payment basis.

The first floor houses Government documents including census publications and state gazetteers, Publication of the UN and other international bodies as well as arts books and microforms and the Northern Regional Centre of the ICSSR.

The second and the third floor contain books and journals pertaining to Physical Sciences, Biological Sciences, Computer and other Applied Sciences.

The fourth, fifth and sixth floors house the books and journals on Humanities collection of the Indian and foreign languages. Books on religion and Philosophy are also available here.

The seventh floor has press clippings section while the eighth floor has Social sciences collection in Russian language.

At the back of main library building is a general reading hall for people to read books brought by themselves.

### **LIBRARY SYSTEM**

The university library consists of three main divisions namely-

- (1) Social Sciences Division
- (2) Humanities Division
- (3) Science Division

These divisions are located in the new library building, Old Central library Building and the Computer Sciences building respectively. The Russian Language Unit forming part of the Humanities Division continues to be located in the centre of Russian Studies building.

The disciplines covered by the library as a whole include Social Sciences, Humanities, Indian and Foreign languages, Area studies, Environmental Sciences, Life Sciences and Computer Science. Now all the three divisions are located under one roof in the new library building.

### **GOVERNANCE**

The governing body of the library is the Library Committee. It functions as a policy making and advisory body. This committee consists of the following members:<sup>7</sup>

- (i) Vice-chancellor (Chairman)
- (ii) University Librarian (Secretary)

- (iii) Deans of Schools
- (iv) Chairpersons of Schools
- (v) Representatives of faculty members
- (vi) Representatives of Students

As per a recent Library Committee decision, the following Deans liaise with the Librarian for different areas of the Library's functions.

AREA	DEANS
Maintenance Problems	School of Physical sciences
Library Services	School of Social Sciences
Purchase of Books and	School of Internatioal Studies
Subscription for periodicals,	

#### **STAFF**

The total strength of JNU Library staff is 127, with the University Librarian as the chief executive , 06 Deputy Librarians, 09 Assistant Librarians, 20 Professional Assistants, 28 Semi-Professionals and 63 under the category of the supporting staff. who perform routine jobs of the library.

#### **LIBRARY WORKING HOURS**

Reading facilities in the JNU Library are available from 9.00 a.m. to 10.00 p.m. throughout the year except on five holidays i.e. Independence Day, Gandhi Jayanti, Republic Day, Diwali and Holi. However, certain sections of

the library are open from 9.00 a.m. to 5.30 p.m. on working days only. During the Semester Examinations, the library opens upto midnight for one month while during the vacations the library closes at 8.00 p.m.

### **MEMBERSHIP**

During the session 1995-96 the JNUL has total membership of 5,319 of which there are 1,067 Staff members, 1,908 Research Scholars, 1,560 the Undergraduate and Postgraduate students, 80 part-time students, 15 IIT students, and 46 the Special members and 643 teachers from other institutions/Academic Staff College members.<sup>8</sup>

**TABLE 2 : BREAKUP OF DIFFERENT CATEGORIES OF USERS**

Sl No.	Name of the Category of users	Number of users
1	Staff Members	1,067
2	Research Scholars	1,908
3	Postgraduate Students	900
4	Undergraduate Students	660
5	Others	784
Total		5,319

In addition to these, 697 scholars from other universities, research organisations, and institutions are also the member of the library and avail the facilities provided by the Library. Apart from the faculty members

around 643 teachers, from other universities attending the various courses organized by the Academic Staff college of the university use the library facilities during their stay on the campus. The Library extends different borrowing facilities to different categories of users, as represented in the following Table:

**TABLE 3 : BORROWING LIMITS OF USERS**

Sl No.	Name of the Category of users	Borrowing upto
1	Staff Members	12 Books
2	Research Scholars	6 Books
3	Postgraduate Students	4 Books
4	Undergraduate Students	4 Books
5	Part-time Students	2 Books

#### **SPECIAL MEMBERSHIP**

Retired teachers of the university, scholars from other Institutions on proper identification and senior Government officials are eligible for availing themselves of consultation facilities with borrowing facilities to them are extended on a limited scale subject to payment of a refundable deposit of Rs.500/- (Five Hundred only).

#### **READING ROOM FACILITIES**

The Library provides reading facilities in each of its Sections of the library. The periodical section has

arrangement of about 50 seats, the Reference Section has about 100 seats, General section also has 100 seats. Provision for a separate reading room for researchers with about 50 seats has also been made. On the first floor, Theses/Dissertation/Government Documents Section has about 30 seats. On the second floor separate book shelves with lock and key have been provided along with arrangement of about 20 seats in the hall. Similarly each Section has independent arrangement which makes the atmosphere conducive for serious studies in an atmosphere free of noise and overcrowding.

#### **COLLECTION**

The JNU Library has a very rich collection comprising book and non-book material amounting to 4,51,567 lakh volumes on various disciplines. The Library subscribes to 1034 journals and also received 205 journals by way of gift or in exchange.<sup>10</sup>

#### **USER SERVICES**

The JNU Library provides user services including documentation, press clippings, reprographic facilities, inter-library loan service, besides circulation, reference and other routine services and facilities.



#### **DOCUMENTATION SERVICE:**

The Documentation Section of JNU Library regularly scans important journals of Social Sciences and maintain an index of selected articles in computer data base. It issues monthly documentation lists entitled "Suchika", which indexes selected articles on subjects relating to the fields of Social Sciences and area studies. This Section brings out bibliographies on various subjects of current interest and it prepare bibliographies at the request of faculty members for their use. It also provides "Current Awareness Service" or "Contents Pages" to the research scholars in the field of Science.

#### **PRESS CLIPPINGS SERVICE**

This service is a unique feature of the JNU Library, Which was started in 1974. Section of the Library dealing with the press clippings on countries, personalities, important events etc. About 45 newspapers of Indian and Foreign origin are scanned thoroughly and important news items are taken from these and are indexed and maintained in box files. By 1995-96 the number of press clippings has exceeded 9.2 lakh.<sup>11</sup>

#### **REPROGRAPHIC SERVICE**

The JNU Library has three photocopying machines which are used by the Library for generating material for itself

and also provide services to its users at a nominal rate.

### **INTER LIBRARY LOAN**

The JNUL has a well organised Inter Library Loan Service. It assists the readers in getting books, periodicals and other material which are not available in the Library, from other leading libraries of the country on reciprocal basis. During the session 1995-96 library borrowed 43 and loaned 169 publications to other libraries/institutions.<sup>12</sup>

### **LIBRARY CO-OPERATION AND RESOURCE SHARING**

The JNU Library has made co-operative arrangement with the Indian Institute of Technology (IIT) library, New Delhi and of various other Indian and foreign universities, by which the students and teachers of these institutions can made use of library facilities of each other.

### **RESERVATION SERVICE**

The JNU Library provides Reservation Service which helps in reserving books needed by individual users which have been issued to other users.

### **NEW BOOK DISPLAY**

The JNU Library display the cover pages of new books procured during the week preceding on every Monday.

### REFERENCE SERVICE

The JNU Library provides reference service on each floor apart from a separate reference desk in the South Hall.

### USER ORIENTATION

The JNU Library arranges lectures and demonstration on the use of the library and its resources for the freshers. These include imparting of knowledge regarding the order in which books and periodicals are arranged in the Library, various services provided by it and use of catalogue etc.

### SPECIAL SERVICES

The JNUL provides tape recorders and tapes for the use of visually handicapped students.

### AUTOMATION AND NETWORKING

The library has an HP Micro 3000/XE Computer system with 4 Megabyte RAM 571 & 81 Megabyte Hard Disks, 4 terminals, a console and printer. Work relating to the creation of a data base of books, articles, etc. was carried out as in the previous Years. suchika and Granth Suchi are brought out in print form from these data bases. The databases of Science collection and European languages have already been completed. Now the computerised database of the science collection has been made available to the students with search facilities. The data base on economics and text

books collections is also available on computer.

### **CURRENT POSITION OF DATABASES<sup>13</sup>**

1. Catalogue : 80,817 records of books
2. Documentation : 145,200 records of periodical articles
3. Serials : 42,856 serial records

The total number of bibliographical records on the computer memory comes to 2,46,200 entries.

The computer terminals for processing Section, periodicals Section, Documentation Section and Science floors have been provided where we can process as well as access the data.

The library has prepared itself for full scale automation by planning the procedures for Acquisition, Circulation and Reference Services. The full scale automation stage is likely to be attained by the beginning of the new academic year 1997-98.

The network cabling was completed within the library and a provision has been kept for 45 terminal outlets in various sections and service points.

The library activity participated in Delhi Library Network and INFLIBNET by contributing its database for the union catalogue. The OPAC from Delnet and the online

catalogue of Infflibnet have become operational. The Internet became operational and services are provided to Faculty and Research Scholars.

#### JAYENU BOOKSHOP

The JAYENU bookshop was established in 1986 and now it has become a permanent organ of the library. It purchase books for the library from booksellers of India and abroad on favourable terms of supply and discount.

#### THE ALIGARH MUSLIM UNIVERSITY, ALIGARH

The Aligarh Muslim University was established in 1920 by Sir Syed Ahmad Khan, a great reformist of his age who felt the need of modern education for muslims in India, started a school "Mohammadan Anglo Oriental Collegiate School" in 1875,<sup>14</sup> which later on became "Mohammadan Anglo Oriental College" in 1877. Ultimately it became a full fledged university in 1920,<sup>15</sup> known as Aligarh Muslim University. Now It is a centrally administered residential university of international repute having a variety of modern and traditional faculties. University has kept its portals open to members of all communities, castes and creeds. It attracts students not only from Indian communities but also from different parts of the globe.

The Aligarh Muslim university is a premier central university with several faculties and maintained institutions. At present i.e. during the year 1995-96, the university has 71 department of studies, 5 institutes, 13 centres of advanced studies and special programs, which are grouped under 10 faculties. it also maintains 4 colleges, 8 schools, 2 hospitals, 2 polytechnic and 15 residence of halls etc.<sup>16</sup>

#### **STAFF**

Mr. Henry George Impey Siddons was the first headmaster of Mohammandan Anglo Oriental Collegiate school when it was founded in year 1875.<sup>17</sup> He later became the principal of the "Mohammadan Anglo Oriental College" in 1977. there were 52 teachers in 1911-12, out of which 32 were college and 20 were school teachers. At present i.e. during the session 1995-96, the total number of teachers became 1264, out of which 253 are professors, 395 are readers, 521 are lecturers and 95 are others which consist Part-time teachers, Instructors, Research Associates etc.<sup>18</sup>

#### **STUDENTS**

There were only 7 students, when the Mohammedan Anglo Oriental Colligate school was started at Aligarh as early as 1875. The number of students were increased to 125 when it

became Mohammdan Anglo oriental college in 1877 and the strength of the students was 966, when it became university in 1920. Out of which 261 were university and 705 were school students. At present i.e. during the session 1995-96 the total strength of the students is 17,978, out of which there are 13,025 male and 4953 females and 550 students from the 23 countries.<sup>19</sup>

#### MAULANA AZAD LIBRARY

The MAL is one of the oldest and largest libraries of the sub continent. Today it is reckoned among the major libraries of the world.<sup>20</sup> The library was started with the small personal collection of few hundred books of Sir Syed Ahmad Khan, the founder of A.M.U. which he donated in response to an appeal for funds by the M.A.O. college fund committee in the early 1870s. The library was named as Lytton library after Lord Lytton, then viceroy and Governor General of India. who laid down the foundation stone of the college on 8th jan. 1877.

In 1960 on the occassion of the inauguration of the present library, the name of the library was changed and now it is known as Maulana Azad Library in memory of the great scholar and ex-Education Minister of India, who played very important role in the development of the university.

## **BUILDING**

The MAL was originally housed in the hall built for the college library in 1906, called the Lytton Library. With the transformation of the college into a university, it proved thoroughly inadequate. This problem was tackled by Dr. Zakir Hussain, the then Vice-Chancellor whose efforts resulted in the approval of Rs 13 Lakhs by the U.G.C. for the construction of a new library building. Pandit Jawaharlal Nehru, the first Prime minister of independent India, laid the foundation stone and also inaugurated the library on 12th Nov.1955 and 6th Dec.1960 respectively.

The new library building is the most beautiful building of the university and has many architectural distinctions. The model of the building was designed by the famous Indian architect Mr. Fayyazuddin. Architectural beauties have been combined with functional purposiveness. In architectural style of the building is a synthesis of Islamic and modern utility arts. The modular RCC construction gives it internal flexibility for rearrangements of halls and rooms suit the changing pattern of library services. The air-conditioning facility for the entire library has been provided in the basic structure.

The library has a total builtup area of 54,920 sq.ft.<sup>21</sup> the area is as follows:



(a) Reading area	-17,478 sq.ft,
(b) Stacking area	-22,284 sq.ft,
(c) circulation, catalogue, display area etc	-15,158 sq.ft,
	-----
Total carpet area	54,920 sq.ft
	-----

The building is surrounded by 4.75 acres of land in the form of beautiful lawns and gardens. It has two floors and a seven story book tower with a separate basement floor.

### PHYSICAL FACILITIES

The MAL has adequate physical facilities i.e. Natural light, Electric light, air coolers, water coolers, chairs and tables etc. and is connected to the generator.

The library has 160 lockers for research scholars and teaching staff. It also provides the newspapers facility to the users and allows consultation of question papers from 8.00 a.m. to 8.00 p.m. The library has open access system in all sections except the Textual Studies Division (TSD) and Manuscript Division. The Manuscript Division is the only section which is airconditioned.

### READING SEATS

The MAL provides 850<sup>21</sup> seats in its different divisions/sections and reading halls. The breakup of these is as follows:

**TABLE 4 : NUMBER OF READING SEATS IN DIFFERENT  
DIVISIONS/SECTIONS**

Sl No.	Name of the Division/Section	No. of reading space
1	Textual Studies Division	280
2	Research Division	200
3	New Reading Hall	140
4	Reading Hall	90
5	Urdu/Persian Section	50
6	Hindi/Sanskrit Section	40
7	Arabic Section	20
8	Popular Studies Division	20
9	Sir Syed Room	5
10	Consultation Room	5
Total		850

#### **UNIVERSITY LIBRARY SYSTEM**

The Library system of the Maulana Azad Library is a centralized one, consisting of four college libraries, forty five Department/Institute/Centre libraries and fourteen libraries of the Halls of Residence. These libraries are simply extentions of the central library, located at different places on the campus for the convenience of teachers and students. The university Librarian has full administrative and technical control over the entire system.

## **ORGANISATIOAL STRUCTURE**

The MAL has eight divisions, each comprising different sections and is under the charge of a Deputy Librarian, While sections are supervised by Assistant Librarians. There are some divisions/sections which are directly under the control of the University Librarian. Break up of different section is given hereunder:

### **1. ACQUISITION DIVISION**

- (a) Book Ordering Section      (b) Accessioning Section
- (c) Gift and Exchange Section

### **2. TECHNICAL DIVISION**

- (a) Classification Section    (b) Cataloguing Section
- (c) Stock Verification Section

### **3. CIRCULATION DIVISION**

- (a) Text Book Issue Section    (b) Membership Section

### **4. SERVICES DIVISION**

- (a) Textual Studies Division    (b) Research Division
- (c) Popular Studies Division    (d) Audio-visual Division
- (e) Reprographic Division

### **5. PERIODICALS DIVISION**

- (a) Acquisition Section      (b) Periodical Reading Hall

(c) Periodical stacks

## **6. ORIENTAL DIVISION**

(a) Urdu and Persian Section (b) Hindi and Sanskrit Section

(c) Arabic Section and Sir Syed Room

## **7. MANUSCRIPTS DIVISION**

(a) Consultation Room

(b) Manuscript Stacks

## **8. OTHER DIVISIONS AND SECTIONS**

(a) Binding Section

(b) Administrative Office

(c) Account Section.

## **GOVERNANCE**

Growth and development of a university library depends upon the nature and types of its governing body. The Maulana Azad Library is governed by a Library Committee and administered by the University Librarian. As per the present constitution, The Library Committee comprises the following:<sup>23</sup>

(i) Vice-Chancellor (Chairman)

(ii) Pro- Vice Chancellor

(iii) Director, Academic Programme

(iv) Deans of Faculties

(v) Principals of colleges and the University Polytechnic

(vi) One person from each of the Faculties elected by the

#### Academic Council

- (vii) The Mutawalli of the waqf founded by the late Maulvi Habibur Rehman Khan Sherwani Nawab Sadar Yar Jung; and
- (viii) Three Research Scholars to be nominated by the Vice-Chancellor.
- (x) Finance Officer
- (xi) Librarian (Secretary)

The Committee holds the responsibility of passing the annual budget, approving the Annual report drafted by the Librarian and framing rules for the management of the Library.

#### LIBRARY STAFF

In the beginning Maulana Azad Library started functioning with only one man, who performed all functions of the Library. With the passage of time Library increased thier collection users as well as staff. At present the total strength of the Library staff is 127, with the University librarian as the chief executive, 05 Deputy Librarians, 01 Deputy Librarian (Archivist), 01 Curator, 08 Assistant Librarians, 20 Professional Assistants, 43 Semi-Professionals and 43 under the category of supporting staff.

#### LIBRARY WORKING HOURS

The Maulana Azad Library opens round the clock i.e. 24 hours on all days including Sundays and holidays with the

exception of few days of religious and national importance. In 1995 it remained open for 352 days and was closed only for 13 days on holidays of national importance and festivals.<sup>24</sup>

### **MEMBERSHIP**

During the session 1995-96, Maulana Azad Library had a total membership of 13,102,<sup>25</sup> out of which 4,701 are member of the staff, 524 research scholars, 1,349 postgraduates, 3,819 undergraduates and 2,709 belonged to other categories of users.

**TABLE 5 : BREAKUP OF DIFFERENT CATEGORIES OF USERS**

Sl No.	Name of the Category of users	Number of users
1	Staff Members	4,701
2	Research Scholars	524
3	Postgraduate Students	1,349
4	Undergraduate Students	3,819
5	Others	2,709
Total		13,102

The Library extends different borrowing facilities to different categories of users, as represented in the following Table:

**TABLE 6 : BORROWING LIMITS FOR M.A.L. USERS**

Sl No.	Name of the Category of users	Borrowing upto
1	Staff	15 Books
2	Research Scholars	6 Books
3	Postgraduate Students	3 Books
4	Undergraduate Students	2 Books
5	Non-teaching staff & others	2 Books

### **COLLECTION**

During the infancy the collection of Maulana Azad Library was limited to the personal collection of founder of Aligarh Muslim University, Sir Syed Ahmad Khan. There were only 1,768 books during the life time of Sir Syed Ahmad Khan, in the Library of M.A.O. College. In 1920, the M.A.O. College got the status of a full fledged university and University Library had 18,000 books of Philosophy, English, Arabic, Persian and Islamic Studies etc. In 1946, prior to the independence, the collection of University Library grew to 60,650. The collection of the University Library increased rapidly after the independence, which is evident from the decade wise survey of the growth of collection. During the 1950-51, the collection is stated to be 73,448. Then in the next decade i.e. during 1960-61, the collection of Maulana Azad Library grew to 1,92,323. In 1970-71, the

collection is reported to 4,14,065 which grew to 5,87,542 in 1980-81, and in 1990-91 this touched the mark of 7,98,740.

At present the Library had a total collection of 8,84,703 volumes as on 31-03-1996. These books are available in different languages such as- English, Hindi, Urdu, Malyalam, Tamil, Telgu, Bengali and Sanskrit etc. The languagewise break up of the total collection is given in the following Table:

**TABLE 7 : LANGUAGEWISE BREAK UP OF THE TOTAL  
COLLECTION OF M.A. LIBRARY**

S. No.	Languages	Total no. of collection
1	English	6,75,364
2	Urdu	1,12,712
3	Hindi	35,963
4	Sanskrit	6,870
5	Persian	17,381
6	Arabic	26,987
7	Tamil	1,516
8	Telugu	1,458
9	Malyalam	3,798
10	Bengali	418
11	Marathi	292
12	Braille	1,044
	Total	8,83,703



## PERIODICALS

With the limited financial resources, Maulana Azad Library strives to subscribe maximum number of periodicals required by the respective departments of studies in the university. During the year 1995-96, it subscribed 1382 journals, out of which 766 were foreign and 616 Indian journals.

## ANUSCRIPT/RARE BOOKS

The manuscript collection of the MAL is a most prestigious and priceless one. This collection, was also originated from the personal collection of Sir Syed Ahmad Khan. This collection, gives a unique status to the Library, not only in India but outside also. In 1924 the total number of manuscripts was only 628, which stood at present i.e. 1995-96 14,569. The language wise break up of the collection is as follows:

**TABLE 8 : LANGUAGE WISE BREAKUP OF THE MANUSCRIPTS/RARE BOOKS**

Sl No.	Name of the Language	Number of users
1	Arabic	5,127
2	Persian	8,245
3	Urdu	1,077
4	Hindi	119
5	English	1
Total		14,569

These priceless collection consists of manuscripts and rare books donated by great scholars and bibliophiles as well as those acquired by Library itself. Those which are purchased by the library is known as the University Collection while other collection are known after the names of their respective donors. The donor-wise breakup of the collection is given in the following table:

**TABLE 9 : BREAKUP OF THE NAME WISE COLLECTIONS OF  
MANUSCRIPTS/RARE BOOKS**

Sl No.	Name of the Collection	Number of users
1	Abdus Salam Collection	575
2	Aftab Collection	115
3	Ahsan Collection	353
4	Firangi Mahal Collection	1,552
5	Habib Ganj Collection	1,616
6	Jawahar Museum Collection	1,643
7	Munir Alam Collection	117
8	Qutubuddin Collection	1,552
9	Shaifta Collection	209
10	Subhanullah Collection	2,399
11	Sulaiman Collection	1,412
12	University Collection	4,343
Total		14,569

Some of the more important and curious material in this section are Bhasa's Sanskrit plays in Malayalam and Ayurved in Telgu script, a copy of Holy Quran which is inscribed by Emperor Aurangzeb, a shirt on which the whole of the Holy Quran is inscribed in Khafi script and two engraved grains of rice, one of which contains the whole of the Surah Ikhlas and which the other has details of degrees and titles of Dr. Sir Ziauddin Ahmad, Ex-Vice Chancellor of A.M.U. (1935-38, 1941-47), with a colour photograph of his.

#### **THESES, DISSERTATIONS AND PROJECT REPORTS**

The Maulana Azad Library has dissertations and project reports of M.Phil., Msc. Engg., M.Lib. & Inf. Sc., M.A./M.Sc./M.Com. Diplomas etc. as well as theses of Ph.D., D.Sc., D.Litt. etc. It is an important collection of the university because it manifests the quality and quantity of research output of the university. At present library possesses 2,492 dissertation and 4,600 theses on different subjects.

#### **AUDIO-VISUAL COLLECTION**

The Library has Audio-Visual material too, which consists of microfilms, microfich, slides, gramophone records, audio-cassettes and phonodiscs etc. The breakup of Audio-Visual material is as follows:

**TABLE 10 : BREAKUP OF THE FORMS OF MATERIAL**

Sl No.	Form of the Material	Number
1	Microfilm and Microfich	832
2	Pre-recorded Cassettes	46
3	Slides	220
4	Gramophone records	894
Total		1,992

### **USER SERVICES**

The Maulana Azad Library provides user services including reprographic facilities, inter-library loan service, besides circulation, reference and other routine services and facilities.

#### **(a)REPROGRAPHIC SERVICE**

The Maulana Azad Library has two photocopying machines which are used by the Library for generating material for itself and also provide services to its users at a nominal rate.

#### **(b)INTER LIBRARY LOAN**

The Maulana Azad Library has a well organised Inter Library Loan Service. It assists the readers in getting books, periodicals and other material which are not available in the Library, from other leading libraries of

the country. During the session 1995-96 Library borrowed 08  
and loaned 09 publications to other libraries /  
institutions.<sup>26</sup>

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*Chapter - 5*

**COLLECTION, ANALYSIS  
AND INTERPRETATION  
OF DATA**

## CHAPTER-5

### COLLECTION, ANALYSIS AND INTERPRETATION OF DATA

For the present work " Use of collection in the Central University Libraries of Delhi and U.P.", two university libraries viz. JNU Library from Delhi and M.A. Library, A.M.U. from U.P. have been included for study.

#### DATA COLLECTION:

These two libraries chosen for study were visited for collection of data. Apart from the published information contained in the bulletins, Annual reports, financial estimates etc. of the libraries of these two universities, a questionnaire (Appendix-1) was also designed, and was distributed to a cross section of users, who were classified into five categories viz members of the staff, research scholars, postgraduates, undergraduates and others.

The sample size in all categories of user population is five percent in both the institutions. Random sampling technique has been followed for the purpose. The total number of users, category wise, with their sample population, distribution and receipt of responses to the questionnaire from them are given separately.

# JAWAHARLAL NEHRU UNIVERSITY LIBRARY:

A large number of library users at JNU, ranging from graduates to members of the staff have been surveyed with a view to analysing their opinions regarding the collection used by them. The other category of users include part-time and IIT students, special members and teachers from other universities. The following table indicates the universe of study ( total number of users ) and selected users included in the study.

TABLE 11 : STRUCTURE AND COMPOSITION OF LIBRARY USERS

S. No.	Users	Universe of study (Total number of users)	Number of users covered
01	Staff	1,067	054
02	Research scholars	1,908	095
03	Postgraduates	900	045
04	Undergraduates	660	033
05	Others	784	039
Total		5,319	266

The above Table shows that the total number of users are 5,319 in JNUL, out of which there are 1,067 members of the staff, 1,908 research scholars, 908 postgraduates, 660 undergraduates and 784 members belonging to other categories. For the purpose of this survey, five per-cent

users population has been taken from each segment. Accordingly, 54 members of the staff, 95 research scholars, 45 postgraduates, 33 undergraduates and 39 of other categories of users constitute the sample of this study.

#### DISTRIBUTION OF QUESTIONNAIRE AND SAMPLE SIZE:

The sample size in all categories of users is five per-cent. 266 selected users were picked up randomly. The questionnaire prepared for the purpose of study was sent to them through the mail. Out of 266 users, responses were received only by 155 users. Details about the users from whom the responses have been received are given in the following Table:

**TABLE 12 : USER RESPONSES OF J.N.U. LIBRARY**

S. No.	Users	Respondants	Percentage
01	Staff	20	13
02	Research scholars	60	38
03	Postgraduates	38	25
04	Undergraduates	22	14
05	Others	15	10
	Total	155	100

The above Table shows that the responses were received from 20 members of the staff, 60 research

scholars, 38 postgraduates, 22 undergraduates and 15 others.

The above Table also shows that 13% of the total user population under study consists of members of the staff, 38% of research scholars, 25% of postgraduates, 14% of undergraduates and 10% of other categories. The size of the sample chosen for study is quite large so that the formalities of finding can be facilitated.

#### **LIBRARY LOCATION:**

The Jawaharlal Nehru University is a residential university. Its library is centrally located which caters to the needs of the various Schools/ Centres of Study and is easily accessible to all users either residing in staff quarters or hostels. The information collected in this regard is being given in the following Table 8.

**TABLE 13 : PLACE OF RESIDENCE OF J.N.U. LIBRARY USERS**

S.NO.	Place of Residence	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Hostels	--	90	84	68	20	52.4
02	Staff quarters	25	03	03	09	47	17.4
03	Outside the Campus	75	07	13	23	33	30.2
Total		100	100	100	100	100	100

The above Table clearly indicates that the users of library reside on the campus and their places of stay are quite near. While 69.8% reside on the campus, only 30.2% live outside the campus. Thus a majority of users stay on the campus and only 30.2% users stay outside of the campus. Out of the 69.8% residential users of the library, there are 25% members of the staff, 90% research scholars, 84% postgraduates, 68% undergraduates and 20% belonging to other categories. Out of the non-residential users of library there are 75% members of the staff, 7% research scholars, 13% postgraduates, 23% undergraduates and 30% belonging to other categories.

#### **LIBRARY VISITS:**

Frequencies of the visits of students, members of the staff and others to the library indicate the use of library by them. Enquiry was made in this also. The following Table clearly shows that 45.8% users visit library 'almost daily'. 27% visit it 'several times a week'. Only a small percentage of users i.e., 23% are irregular visitors to the library. There are only 4.2% of users, who rarely visit the library. However there are no member of the staff and research scholars who rarely visit the library. Thus it clearly shows that 87% of users are regular visitors of the Library while the remaining 13% are not regular visitors of the library.

**TABLE 14 : FREQUENCY OF VISITS TO THE J.N.U. LIBRARY**

S. No.	Frequency	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Almost daily	50	72	50	50	07	45.8
02	Several times in a week	30	20	31	27	27	27.0
03	Once in a week	15	03	11	09	33	14.2
04	Once in a month	05	05	05	09	20	8.8
05	Rarely	--	--	03	05	13	4.2
Total		100	100	100	100	100	100

**PURPOSE OF LIBRARY VISIT:**

Frequency of the visit to the library does not indicate the nature and purpose of visit by its users. Keeping in mind this aspect the visitors were asked to indicate the purpose of their visit to the library. Their responses were recorded and have been given in the following Table:

**TABLE 16: PURPOSE OF VISITS TO THE J.N.U. LIBRARY**

S.NO.	Purpose	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	For studying course material	20	--	72	50	40	36.4
02	For competitive examinations	--	--	12	21	--	06.6
03	For consulting res. material	40	80	--	--	33	30.6
04	For popular reading material	05	--	--	07	13	05.0
05	For borrowing books	25	20	16	22	14	19.4
06	For preparing the class lec.	05	--	--	--	--	01.0
07	For any other purpose	05	--	--	--	--	01.0
Total		100	100	100	100	100	100

The above Table shows that 36.4% users visit the library for studying course material, 6.6 % to prepare for competitive examinations, 30.6% for consulting research material, 19.4% visit the library in order to get the book issued and to return them. Only 01% users go to library in each category i.e. for preparing class lectures and other purposes. Thus the visit to library and its use indicate that most of the users consult the library for course material, doing research and updating their knowledge.

#### **DURATION OF LIBRARY USE:**

So far as the Library visits and the purpose of visits by the users is concerned, it will not serve any



purpose until and unless it is clear as to how long do they stay in the library during the working hours of the library. Their responses in this regard have been noted and recorded in the following Table:

**TABLE 16 : AVERAGE TIME SPENT BY THE USERS IN THE J.N.U. LIBRARY**

S.NO.	Time spent	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Less than an hour	40	05	08	14	13	16.0
02	One hour	35	08	13	09	20	17.0
03	Two-three hours	15	12	26	27	27	21.4
04	More than three hours	10	75	53	50	40	45.6
Total		100	100	100	100	100	100

The above Table shows that 16% of users stay in the library for "less than an hour", 17% users stay for "an hour", 21.4% for "two-three hours" and 45.6% "for more than three hours". Thus it is clear that majority of the users remain in the library for more than three hours.

#### **LIBRARY HOURS:**

Working hours of a library are important for evaluating the use of its collection. During the academic session the JNUL is kept open from 9.00 a.m. to 10.00 p.m. except for five holidays. During examinations it functions

upto midnight, while during the vacation it is open between 9.00 a.m. and 8.00 p.m. Responses to the informants regarding the adequacy of working hours has been given in the following Table.

**TABLE 17 : ADEQUACY OF J.N.U. LIBRARY HOURS**

S.NO.	Adequacy of library hours	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Adequate	90	70	71	73	87	78.2
02	Inadequate	10	30	29	27	13	21.8
	Total	100	100	100	100	100	100

The above Table shows that 78.2% of users feel that opening hours of the Library are adequate for their study, whereas 21.8% of them were not satisfied and desired that the Library should be kept open till midnight and 2.00 a.m. during the normal working days and examination period respectively.

#### **ADEQUATE READING SPACE FACILITIES:**

Adequate reading space is an important pre-requisite for an effective functioning of a library. Hence, data on the responses with regard to this have been collected and analysed in the following Table.

**TABLE 18 : ADEQUACY OF READING SPACE FACILITIES  
IN J.N.U. LIBRARY**

S.NO.	Adequacy of reading space	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Adequate	90	92	79	73	100	86.8
02	Inadequate	10	08	21	27	--	13.2
Total		100	100	100	100	100	100

The above Table shows that 86.8% i.e. a very high percentage of users feel that the reading space of the Library is adequate, while 13.2% of the users are not satisfied with it, because they feel that the furniture, reading space and seating arrangement in different sections of the Library is not according to their needs.

#### **ATMOSPHERE:**

A conducive atmosphere of a library is essential for study and research. Therefore, users were asked to indicate whether or not they are satisfied with the atmosphere within the Library. The opinions expressed by different categories of users have been collected and summarised in the following Table:

**TABLE 19 : ATMOSPHERE OF THE J.N.U. LIBRARY**

S.NO.	Conduciveness of atmosphere	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Conductive	50	60	63	60	60	58.6
02	Not conducive	50	40	37	40	40	41.4
Total		100	100	100	100	100	100

The above Table shows that 58.6% users feel that the atmosphere of the Library is conducive, while 41.4% users say that noise and crowd disturb them resulting in a lack of concentration in their study and research work.

**LIBRARY STAFF:**

As far as the attitude of the Library staff is concerned, different categories of users hold different views. Responses of different types of informants in this respect are shown in the following Table.

**TABLE 20: USERS OPINION REGARDING ATTITUDE OF THE J.N.U. LIBRARY STAFF**

S.No.	Friendly attitude of staff	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Friendly	95	90	92	100	93	94.0
02	Not friendly	05	10	08	--	07	06.0
Total		100	100	100	100	100	100

The above Table shows that 94% users feel that the attitude of the Library staff is extremely good and they are quite satisfied with it, whereas only 06% users are not satisfied with the attitude of the Library staff.

## COLLECTION

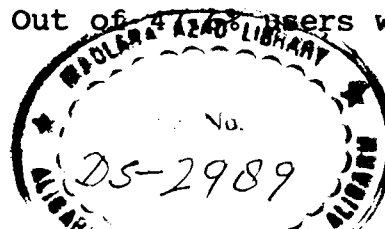
### ADEQUACY OF COLLECTION:

Adequacy of collection plays a very important role in the use of a library. One can form judgment about a library on this basis also. The opinion of the responses were explored on this aspect of the J.N.U. Library. Their responses have been given in the following Table.

**TABLE 21 : ADEQUACY OF J.N.U. LIBRARY COLLECTION**

S.NO.	Adequacy of library collection	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Adequate	40	32	50	67	73	52.4
02	Inadequate	60	68	50	33	27	47.6
Total		100	100	100	100	100	100

The above Table shows that 52.4% of users were satisfied with the Library collection, out of which, the users of other categories constitute 73%, followed by 50% postgraduates, 67% undergraduates, 32% research scholars and 40% members of the staff. Out of 4240 users who were



not satisfied with the collection in the Library, 68% comprised of research scholars followed by 60% members of the staff, 50% postgraduates, 33% undergraduates and 27% belonging to other categories. Those who were dissatisfied with the collection pointed out the following deficiencies in it:

- (i) Periodicals/ journals are not uptodate;
- (ii) There are numerous missing issues;
- (iii) Emphasis is on Mexican literature only;
- (iv) Inadequate number of copies of text books and other important books;
- (v) A sizable number of books are mutilated as some important are missing from them.
- (vi) Editions of books are too old; and
- (vii) Reading material, especially books, are often found misplaced.

#### **USE OF COLLECTION:**

##### **ISSUING OF BOOKS**

Lending of books for study at home indicates the extent to which a library collection has been used. Responses of various type of users have been summarised in the following Table:

**TABLE 22 : BOOK BORROWED FROM THE J.N.U. LIBRARY**

S.NO.	Books borrowed from the J N U Library	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Yes	85	50	76	71	67	69.8
02	No	15	50	24	29	33	30.2
Total		100	100	100	100	100	100.0

The above Table shows that 69.8% users are borrowing books from the JNU Library, while 30.2% users do not borrow books from it. The Table also shows that members of the staff outnumber other borrowers.

**LOAN PERIOD:**

Adequacy of loan period is essential for the effective study and research. Therefore, data relating to this have been collected and analysed in the following Table:

**TABLE 23 : ADEQUACY OF LOAN PERIOD FOR HOME STUDY  
IN J.N.U. LIBRARY**

S.No.	Loan period	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Adequate	77	71	52	71	60	66.2
02	Inadequate	23	29	48	29	40	33.8
Total		100	100	100	100	100	100

The above Table shows that 66.2% users found the Loan period adequate. whereas 33.8% users were not satisfied with the loan period provided by the Library for borrowing books from there. The Table also shows that 77% members of the staff followed by 71% research scholars and undergraduate are satisfied with the loan period.

#### MEMBERSHIP CARDS:

Adequacy of library cards is essential for fulfilling the requirements or informational needs of the users. Responses of the different users in this regard have been analysed in the following Table:

**TABLE 24 : ADEQUACY OF BORROWER CARDS  
OF J.N.U. LIBRARY**

S.No.	Adequacy of borrower cards	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Adequate	69	76	76	79	60	72.0
02	Inadequate	31	24	24	21	40	28.0
Total		100	100	100	100	100	100

The above Table shows that 72% users are satisfied with the number of membership cards provided by the library for borrowing books at a time, while 28% users are not satisfied with the library cards and demanded the issue of more books at a time.



**ISSUE OF BOOKS (WITHIN THE LIBRARY) :**

For the purpose of effective study and research, users have to consult a number of books at a time within the Library. Opinions with regard to the adequacy of this facility were sought and tabulated as given below:

**TABLE 25 : ADEQUACY OF ISSUE OF MATERIAL AT A TIME WITHIN  
THE J.N.U. LIBRARY**

S.No.	Book issued at a time	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Adequate	95	92	95	91	100	94.6
02	Inadequate	05	08	05	09	--	5.4
Total		100	100	100	100	100	100

The above Table shows that 94.6% users are fully satisfied with the number of books issued to them for reading within the library and their response was that they could consult as many books as they want at a time, as JNU Library has open access system.

**SERVICES:**

The prime function of any library is to provide efficient services to its users.

**USERS AWARENESS ABOUT THE SERVICES:**

Users' awareness about the services provided by the library, is essential for effective use of its collection.

Respondants were asked whether or not they are aware of the various services available in the J.N.U. Library. Information collected in this regard has been analysed and presented in the following Table:

**TABLE 26 : USERS AWARENESS ABOUT THE SERVICES  
IN J.N.U. LIBRARY**

S.No.	Awareness about the services	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Adequate	80	100	87	77	67	82.2
02	Inadequate	20	--	13	23	33	17.8
Total		100	100	100	100	100	100

The above table shows that 82.8% of users are adequately aware about the services provided by the Library. It is also clear from the above Table that a vast majority of its users are aware of this aspect of the Library.

#### **SOURCES OF AWARENESS:**

There are various sources through which users may come to know about library services. The sources were classified in five categories and informants were asked to indicate which of these sources of information about the Library services were known to them. Responses received are given in the following Table.

**TABLE 27 : SOURCES OF AWARENESS**

S.NO.	Sources of awareness	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Library bulletins	80	80	59	50	40	61.8
03	Library staff	15	10	21	23	27	19.2
02	Teachers	--	10	15	09	07	08.2
03	Class/hostel fellows	--	--	05	18	06	05.8
04	Others	05	--	--	--	20	05.0
Total		100	100	100	100	100	100

The above Table shows that for 61.8% of users their source of awareness was the Library bulletin, for 19.2% users Library staff, for 8.2% teachers, for 5.8% hostel/class fellows and for 5.0% users there were other sources of information. Thus the majority of the respondents got information through the Library bulletins.

#### **MAULANA AZAD LIBRARY (A.M.U.)**

A large number of users population ranging from students of class XI to members of the staff are eligible to use the Library. The 'others category' includes students of class XI and XII and Diploma in Engineering and special members, the total number of prospective users of the Library is 13,102. Out of which there are 4,701 members of the staff, 524 research scholars, 1,349

postgraduates, 3,819 undergraduates and 2,709 members belonging to other categories. For the purpose of collecting information, five per-cent users population has been taken from each segment. Accordingly, 235 members of the staff, 26 research scholars, 68 postgraduates, 191 undergraduates and 136 of other categories of users constitute the sample of this study.

**TABLE 28 : STRUCTURE AND COMPOSITION OF LIBRARY USERS OF MAL**

S. No.	Users	Universe of Study (Total no. of users)	Number of Users Covered
01	Staff	4,701	235
02	Research Scholars	524	026
03	Postgraduates	1,349	068
04	Undergraduates	3,819	191
05	Others	2,709	136
	Total	13,102	656

**DISTRIBUTION OF QUESTIONNAIRE AND SAMPLE SIZE:**

The sample size in all the categories of users is five percent and random sampling technique has been followed. The questionnaire were pretested and administered to the respondents during the month of December 1995. Out of 656 users, responses were received

only from 435 users. Category wise details about the users from whom the responses have been received are given in the following Table:

**TABLE 29 : USERS RESPONSES OF MAL**

S. No.	Users	Respondants	Percentage
01	Staff	175	40
02	Research Scholars	016	04
03	Postgraduates	045	10
04	Undergraduates	125	29
05	Others	074	17
Total		435	100

The above Table shows that responses were received from 175 members of the staff, 16 research scholars, 45 postgraduates, 125 undergraduates and 74 belonging to other categories.

The above Table also shows that 40% of the total user population under study consists of members of the staff, 04% of research scholars, 10% of postgraduates, 29% of undergraduates and 17% of other categories. The size chosen is large enough to help in the formulation of findings.

#### **LIBRARY LOCATION:**

The location of a library is of great significance as

it affects the extent of the use of its collection. Therefore, it is important to know the distance users have to travel to reach the library.

The Maulana Azad Library, A.M.U. is located in the heart of the University campus and hence is easily accessible from the different Faculties, departments/Centres of study as well as hostels and university staff quarters. The data has been collected and analysed in the following Table, in relation to users residing in hostels, staff quarters and out side the university campus.

**TABLE 30 : PLACE OF RESIDENCE OF MA LIBRARY USERS**

S.NO.	Place of Residence	Percentage of Users					
		Staff	R/S	PG	UG	OC	Average
01	Hostels	08	80	89	79	75	66.2
02	Staff Quarters	20	07	04	08	09	09.6
03	Outside the Campus	72	13	07	13	16	24.2
Total		100	100	100	100	100	100

The above table shows that 66.2% (highest percentage) of total users, most of them being the students, are living in the hostels, whereas a very small percentage of members of the staff are residing in the hostels, some of whom are resident wardens and others are residing in the

working women's hostel.

The data also reveals that 9.6% of the users consisting of teaching, non-teaching staff, their relatives and children are living in the university staff quarters while 24.2 % are living outside the campus.

#### FREQUENCY OF LIBRARY VISITS:

Utilization of a library collection by its users can be assessed by studying the frequency of their library visits because it is assumed that users coming to the library frequently are using library more in comparison to those who visit it rarely. The responses received from users of M.A.Library are given in the following Table:

TABLE 31 : FREQUENCY OF VISITS TO THE M A LIBRARY

S. No.	Frequency	Percentage of Users					
		Staff	R/S	PG	UG	OC	Average
01	Almost daily	30	44	49	55	43	44.2
02	Several times in a week	30	31	29	25	31	29.2
03	Once in a week	20	13	11	09	14	13.4
04	Once in a month	10	06	09	07	09	8.2
05	Rarely	10	06	02	04	03	5.0
Total		100	100	100	100	100	100

The above data shows that the highest percentage i.e. 44.2 % of its users of the M.A.Library visit it almost

daily, While 29.2 percent visit the library several times in a week, 13.4 percent do so once in a week, 8.2% once in a month and 5 rarely.

The data also shows that undergraduates comprise the highest percentage viz. 55% visit the Library almost daily while 10% members of the staff visit it rarely.

#### PURPOSE OF LIBRARY VISIT:

The purposes of users' visit to the Library were ascertained to meet their informational requirements and investigated in some detail with the help of responses of the informants'. The data relating to this was too varied and discrete to be analysed category wise. So, it has been quantified, ranked and presented in the following Table:

**TABLE 32 : PURPOSE OF VISITS TO THE M.A.LIBRARY**

S.No.	Purpose	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	For studying course material	15	13	29	41	47	29.0
02	For competitive examinations	--	--	13	13	19	09.0
03	For consulting res. material	23	54	--	--	--	15.4
04	For popular reading material	03	--	09	10	05	05.4
05	For borrowing books	35	33	49	36	29	36.4
06	For preparing the class lec.	16	--	--	--	--	03.2
07	For some other purpose	08	--	--	--	--	01.6
Total		100	100	100	100	100	100



There were multiple responses to the query about the purpose of their visit by informants. So, they were asked to indicate the most important purpose of their visit, which has been taken into consideration for the present study. According to the data given in the above Table, the main purpose of the users for visiting the Library is to borrow books. The above Table reveals that about 36.4% users of the Library visit it for this purpose. Of the users of the Library covered, 29% visit it for studying course books, while 15.4% do so for consulting research material, 09% in order to prepare for competitive examinations and 5.4%, 3.2% and 1.6% visit of the Library use it reading newspaper and journals, for preparing lectures and for some other purpose respectively. The other purposes are:

1. study and use of personal books.
2. To obtain photocopies of documents.
3. To get the clearance.
4. To consult question papers. etc.

#### **DURATION OF THE LIBRARY USE:**

To ascertain the use of a library collection, it is very important to know how much time is spent by the users of different categories in it. Data in this respect has been collected and analysed in the following Table:

**TABLE 33 : AVERAGE TIME SPENT BY THE USERS IN THE M.A. LIBRARY**

S.No.	Time spent	Percentage of Users					
		Staff	R/S	PG	UG	OC	Average
01	Less than one hour	39	33	09	05	05	18.2
02	One hour	33	27	22	16	12	22
03	Two-three hours	19	27	36	27	30	27.8
04	More than three hours	09	13	33	52	53	32
Total		100	100	100	100	100	100

The above Table shows that the highest percentage i.e. 32% of users spend more than three hours in the library, whereas 27.8% claimed to spend two-three hours, 22% an hour and 18.2% less than an hour.

The above Table also shows that on the whole, undergraduates and users of other categories spend more time in the Library since they are not allowed to use the seminar libraries.

#### **LIBRARY HOURS:**

The opening hours of the Library vary from section to section, depending upon the nature and type of services provided by them. Working hours of a library constitute a very important factor for evaluating the use of its collection since adequate library hours facilitate the use of the library collection. Therefore, the respondents were

asked to indicate whether or not in their opinion, library hours in force in the M.A. Library are adequate for their study and research.

For sometime now the M.A. Library remains open for all the 24 hours of a day. However, when the present study was conducted it opened for 18 hours. The following Table provides data of the responses about the library hours from different categories of users.

**TABLE 34 : ADEQUACY OF M.A. LIBRARY HOURS**

S.NO.	Adequacy of library hours	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Yes	100	100	98	97	95	98
02	No	---	---	02	03	05	02
Total		100	100	100	100	100	100

The above Table shows that the highest percentage i.e. 98% of its users are satisfied with the Library hours while a negligible percentage (i.e. 02%) of users are not satisfied with the Library hours and demanded that the Library should be kept open for 24 hours.

#### **READING SPACE**

Adequate reading space in a well planned library is an important pre-requisite for its effective functioning because this promotes the use of its collection. The

following Table shows the opinion of the users of M.A. Library regarding the adequacy or otherwise of reading space in it.

**TABLE 35 : ADEQUACY OF READING SPACE FACILITIES IN M.A. LIBRARY**

S.NO.	Adequacy of Reading Space facilities	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Adequate	29	33	42	58	55	43.4
02	Inadequate	71	67	58	42	45	56.6
Total		100	100	100	100	100	100

The above Table shows that an average of 43.3% users are satisfied with available reading space in the Library, and that 29% of the staff, 33% of research scholars, 42% of postgraduate 58% undergraduate students and 55% of other categories, considering reading space is adequate.

The data also reveals that of the 56.6% of users who are dissatisfied with the reading space available in the Library, 71% of the staff and 67% of research scholars feel the necessity of separate reading rooms for their work. While undergraduate students complain of too much congestion in the reading rooms of the Library.

**ATMOSPHERE:**

The atmosphere of a library should be conducive for study and research. With regard to the query relating to whether or not atmosphere in the M.A. Library is conducive. Responses received from informants have been presented in the following Table:

**TABLE 36 : ATMOSPHERE OF THE M.A. LIBRARY**

S.No.	Conduciveness of atmosphere	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Yes	23	33	56	60	67	47.8
02	No	77	67	44	40	33	52.2
Total		100	100	100	100	100	100

The above table shows that 56% of postgraduates, 60% of undergraduates and 67% of other categories of users are satisfied with the atmosphere in the Library, while 23% of staff, followed by 33% of research scholars feel that atmosphere of the Library is not conducive.

**LIBRARY STAFF:**

The attitude of the staff of a library with the users plays a very important role in locating the required material/information and promoting the use of its collection. As far as the attitude of the M.A. Library is concerned, different categories of users hold different opinions, as summarised in the following Table:

**TABLE 37 : ATTITUDE OF THE M.A. LIBRARY STAFF**

S.NO.	Attitude of Library Staff	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Friendly	79	73	80	83	88	80.6
02	Not Friendly	21	27	20	17	12	19.4
Total		100	100	100	100	100	100

According to the above Table 80.6 % of users have found the attitude of the M.A.Library staff friendly and extremely good.

#### **COLLECTION**

##### **ADEQUATE COLLECTION:**

A library collection consists of books, periodicals, manuscripts, maps, microfilms, tapes etc. of the three elements of a Library- its collection, building and staff. The first one is most important from the point of view of its users. Therefore, respondents were asked to indicate whether the collection of the M.A.Library was adequate strong enough to meet their requirements. The Data relating to this was collected and is being presented in the following Table:

**TABLE 38 : ADEQUACY OF M.A. LIBRARY COLLECTION**

S.NO.	Library collection	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Adequate	71	60	64	75	65	67
02	Inadequate	29	40	36	25	35	33
Total		100	100	100	100	100	100

From the above Table it is clear that 67% of its users have found M.A. Library collection adequate while the remaining 33% have given the following reasons for their dissatisfaction with it:

- (i) Copies of important books are not there in adequate numbers.
- (ii) Reading material on Unani Medicine is not available.
- (iii) There is a Shortage of material relating to competitive examination.
- (iv) Most of the books required by them are issued to the staff.
- (v) Current journals arrive very late.

#### **USE OF COLLECTION:**

#### **ISSUING OF BOOKS:**

Issue of books for study at home influences the extent of the use of a library collection. Therefore

respondants were asked to indicate whether they are borrowing books from the M.A.Library or not. The data, collected in this regard has been analysed in the following Table:

**TABLE 39 : BOOK BORROWED FROM THE M.A.LIBRARY**

S.NO.	Books borrowed from the Library	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Yes	72	60	80	89	92	78.6
02	No	28	40	20	11	08	21.4
Total		100	100	100	100	100	100

The above Table shows that 92% of users of "other categories", 89% of undergraduates, 80% of postgraduates, 72% of Staff and 60% of Research Scholars borrow books from M.A.Library. Thus at an average 78.6% of users claimed to borrow books from the library. The remaining 21.4% have not been using the Library for this purpose.

#### **LOAN PERIOD:**

Adequacy of loan period is essential for the successful study and Research. Therefore, respondents were asked whether or not they were with the period for which books in the library were lent to them. An analysis of the users' responses about the loan period provided by the library, has provided the following data.



**TABLE 40: ADEQUACY OF LOAN PERIOD FOR HOME STUDY**

S.NO.	Loan period	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Adequate	65	73	62	52	45	59.4
02	Inadequate	35	27	38	48	55	40.6
Total		100	100	100	100	100	100

With regard to the adequacy or otherwise of the loan period, it was found that 65% of the staff, 73% of research scholars, 62% of postgraduates, 52% of undergraduate students and 45% of those of other categories were of the opinion that it was adequate for their purposes.

**BORROWERS CARDS:**

Adequacy of the number of borrower cards the issue of books from a library is necessary for fulfilling the informational needs of the users. Therefore, users were asked to indicate whether they were satisfied with the number of library cards, issued to them. Responses from informants, revealed that 80% of research scholars followed by 76% of postgraduates and 67% of staff were satisfied with the number of library cards, as most of the requirements of these types of users are fulfilled by the departmental libraries. Study also showed that the 60%

undergraduate students were not satisfied with the present number of cards issued to them, and express the desirability of being given more borrower cards because departmental libraries are not meant for them.

**TABLE 41 : ADEQUACY OF BORROWER CARDS IN M.A. LIBRARY**

S.NO.	Adequacy of Borrower Cards	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Adequate	67	80	76	40	49	62.8
02	Inadequate	33	20	24	60	51	37.6
Total		100	100	100	100	100	100

#### **ISSUE OF BOOKS (WITHIN THE LIBRARY):**

Users generally need to consult more book than one at a time within a library for successful study and research. About the number of books issued to the users within the M.A.Library, different responses were received depending upon their respective requirements. A large majority of users were found to be happy with the number of books issued for consultation within the Library premises. Only a few users claimed that number of books should be increased for use within the library. The data collected from the users have been summarised in the following Table.

**TABLE 42 : ADEQUACY OF ISSUE OF MATERIAL AT A TIME WITHIN  
THE M.A. LIBRARY**

S.NO.	Number of books issued at a time	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Adequate	97	100	91	87	85	92
02	Inadequate	03	--	09	13	15	08
Total		100	100	100	100	100	100

#### **SERVICES:**

The prime function of any library is to provide efficient and effective services to its users.

#### **USERS AWARENESS ABOUT SERVICES:**

Users' awareness about the services provided by a library, is essential for optimum use of its collection. The data collected on this count showed that 80.8% of users of M.A.library were aware of services provided by the Library through various sources, whereas 19.2% of users claimed to be not aware of these sources. Views from various users have been presented in the following Table.

**TABLE 43 : USERS AWARENESS ABOUT THE SERVICES  
IN M.A. LIBRARY**

S.NO.	Awareness about the services	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Yes	96	87	82	71	68	80.8
02	No	04	13	18	29	32	19.2
Total		100	100	100	100	100	100

**SOURCES OF AWARENESS:**

The different sources for awaring the library services to the users are different from users to the users depending upon their approach. The following table represent the sources of awareness of different users.

**TABLE 44 : SOURCES OF AWARENESS**

S.NO.	Sources of awareness	Percentage of users					
		Staff	R/S	PG	UG	OC	Average
01	Library bulletin	--	--	--	--	--	--
02	Library staff	89	67	60	51	40	61.4
03	Teachers	--	07	11	14	20	10.4
04	Class/hostel fellows	--	13	22	30	40	21
05	Others	11	13	07	05	--	07.2
Total		100	100	100	100	100	100

The above Table shows that 61.4% of users were aware about the library services from the Library staff, 10.4% of users from the Teachers, 21% of users from the Class/hostel fellows and 7.2% of users from the other sources of awareness.

*Chapter - 6*

**COMPARATIVE STUDY OF  
J.N.U. LIBRARY AND  
M.A. LIBRARY**

## CHAPTER-06

### COMPARATIVE STUDY OF THE J.N.U. LIBRARY AND M.A. LIBRARY

The present study was conducted to assess and compare the use of library collection by the users in their respective university libraries. This can be studied by identifying, comparing and assessing the adequacy and use of collection.

This study is based on literature survey and user survey methods. The technique of data collection used in the present work is that of the questionnaire. The collection, analysis and interpretation of data has been discussed in Chapter 5 of this work. Observations and inferences have been based on this data.

#### LIBRARY LOCATION

Location affects the use of a library collection. A centrally located library in a university attracts more users than one located at a distance. The observation and survey conducted by the investigator regarding the place of residence revealed that both the university libraries under study viz. M.A. Library and J.N.U. Library are centrally located in regard to respective faculties, departments,

centres, schools, colleges and quite close to the places of residence of their users. A majority of users in both the universities i.e. 75.8% users of M.A. Library and 69.8% users of J.N.U. Library respectively, reside on the campus since both these universities are residential ones.

**TABLE 45 : COMPARATIVE STUDY OF USERS' RESIDENCE**

S.No.	Place of Residence	Percentage of users	
		J.N.U.Library	M.A.Library
01	Hostels	52.4	66.2
02	Staff quarters	17.4	09.6
03	Outside the Campus	30.2	24.2
Total		100	100

#### **FREQUENCY OF LIBRARY VISITS**

The frequency of library visit by the users help to assess the use of library collection by them. In the present study, the investigator observed that a majority percentage of the users in both the universities are regular visitors of their libraries, as given in the following Table, which indicates that almost 73% users of either university library are regular visitors.



**TABLE 46 : COMPARATIVE STUDY OF FREQUENCY OF LIBRARIES  
VISIT**

S.NO.	Frequency	Percentage of users	
		J.N.U. Library	M.A. Library
01	Almost daily	45.8	44.2
02	Several times in a week	27.0	29.2
03	Once in a week	14.2	13.4
04	Once in a month	8.8	8.2
05	Rarely	4.2	5.0
Total		100	100

**PURPOSE OF LIBRARY VISIT**

The frequency of library visit does not reflect the use to which a collection is put unless the purpose of library visit is clear. The observation and survey conducted with regard to the purpose of library visit of the users, revealed that 67% users of J.N.U. Library and 44.4% of M.A. Library (as given in the following Table) visit the library for consulting course and research material. It has been also revealed that only 19.4% users of J.N.U. Library and 36% of M.A. Library visit their libraries for borrowing books, because Postgraduates, Research scholars and staff

members of Maulana Azad Library depends upon the seminar library for course and research material.

**TABLE 47 : COMPARATIVE STUDY OF PURPOSE OF VISIT TO THE LIBRARY**

S.NO.	Purpose	Percentage of users	
		J.N.U.Library	M.A.Lib.
01	For studying course material	36.4	29.0
02	For competitive examinations	6.6	9.0
03	For consulting res. material	30.6	15.4
04	For popular reading material	5.0	5.4
05	For borrowing books	19.4	36.4
06	For preparing the class lec.	1.0	3.2
07	For any other purpose	1.0	1.6
	Total	100	100

#### **DURATION OF THE LIBRARY USE**

As far as duration of the stay in the Library is concerned, a majority of the users of both the libraries i.e. 67% users of J.N.U. Library and 59.8% of M.A. Library, spend sufficiently long time in the libraries.

**TABLE 48 : COMPARATIVE STUDY OF AVERAGE SPENT BY THE USERS  
IN THE LIBRARIES**

S.NO.	Time spent	Percentage of users	
		J.N.U.Library	M.A. Library
01	Less than an hour	16.0	18.2
02	One hour	17.0	22.0
03	Two-three hours	21.4	27.8
04	More than three hours	45.6	32.0
Total		100	100

#### **LIBRARY HOURS**

The opening hours of a library vary from section to section, depending upon the nature of services provided by them. The observations and survey conducted by the investigator revealed that, a higher percentage of the users of M.A. Library are satisfied with the number of hours their library is open than those of the J.N.U. Library. Of the total number of users of J.N.U. Library, 40% felt that library hours were inadequate since it functions from 9.30 a.m. to 10.00 p.m., while they demanded that library hours should remain open till 12 midnight during the normal days and up to 2.00 a.m. during the examination period.

**TABLE 49 : COMPARATIVE STUDY OF ADEQUACY OF LIBRARY HOURS**

S.NO.	Adequacy of library hours	Percentage of users	
		J.N.U.Library	M.A. Library
01	Adequate	78.2	98.0
02	Inadequate	21.8	02.0
Total		100	100

**READING SPACE**

In order to promote the use of a library collection, it is essential that a library should have separate reading rooms for general reading, reference and research with sufficient number of seats and efficient lighting system, including arrangement for emergency lights in case of power failure.

As far as the adequate reading space is concerned, 86.6% users of J.N.U.Library are satisfied, while 56.6% users of M.A.Library are not satisfied with it, as indicated in the following Table.

**TABLE 50 : COMPARATIVE STUDY OF ADEQUACY OF READING SPACE  
FACILITIES**

S.NO.	Adequacy of reading space	Percentage of users	
		J.N.U. Library	M.A. Library
01	Adequate	86.8	43.4
02	Inadequate	13.2	56.6
Total		100	100

### **ATMOSPHERE**

Conducive atmosphere of a library is essential for study and research. It has been observed that the atmosphere in J.N.U. Library is more conducive than that of the M.A. Library. As per the Table below, 58.6% users of J.N.U. Library are satisfied with its atmosphere, while 47.8% users of M.A. Library do not consider the atmosphere of their Library conducive as the reading rooms are very noisy.

**TABLE 51 : COMPARATIVE STUDY OF ATMOSPHERE OF THE LIBRARY**

S.No.	Conduciveness of atmosphere	Percentage of users	
		J.N.U. Library	M.A. Library
01	Conducive	58.6	47.8
02.	Not conducive	41.4	52.2
Total		100	100

### **ATTITUDE OF LIBRARY STAFF**

Users of both the libraries felt that the attitude of library staff is friendly and they are quite satisfied with it, as indicated in Table below.

**TABLE 52: COMPARATIVE STUDY OF USERS' OPINION REGARDING  
ATTITUDE OF THE LIBRARY STAFF**

S.No.	Attitude of Library staff	Percentage of users	
		J.N.U. Library	M.A. Library
01	Friendly	94.0	80.6
02	Not Friendly	6.0	19.4
Total		100	100

### **ADEQUACY OF COLLECTION**

Adequacy of collection plays a very important role in the use of a library and affects the success or failure of the library in providing necessary reading material. The survey conducted by the investigator revealed that a majority of users in both the libraries i.e. 52.4% of J.N.U. Library and 67% of M.A. Library found that the collections of their libraries are satisfactory, while 47.6% user of J.N.U. Library and 33% of M.A. Library, found their collection inadequate because of lack of latest editions of

books, multiple copies of text books and late receipt of periodicals in these Libraries.

**TABLE 53 : COMPARATIVE STUDY OF ADEQUACY OF LIBRARIES**  
**COLLECTION**

S.No.	Adequacy of Library Collection	Percentage of users	
		J.N.U. Library	M.A. Library
01	Adequate	52.4	67.0
02	Inadequate	47.6	33.0
Total		100	100

#### **ISSUING OF BOOKS**

Observation and survey conducted by the investigator regarding the borrowing of books from the library revealed that 69.8% of J.N.U. Library and 78.6% users of M.A. Library borrow books from their respective Library.

**TABLE 54 : COMPARATIVE STUDY OF USERS' OPINION REGARDING**  
**BORROWING OF BOOKS FROM THE LIBRARIES**

S.No.	Books borrowed from the library	Percentage of users	
		J.N.U. Library	M.A. Library
01	Yes	69.8	78.6
02	No	30.2	21.4
Total		100	100

### **LOAN PERIOD**

A majority of users of both the libraries i.e. J.N.U. Library and M.A. Library, are satisfied with the duration for which books are lent to them since they feel that it is adequate according to their requirements. Whereas the 33.8% users of J.N.U. Library and 40.6% users of M.A. Library, are not satisfied and demanded that loan period should be more, specially for the text books.

**TABLE 55 : COMPARATIVE STUDY OF ADEQUACY OF LOAN PERIOD FOR HOME STUDY**

S.No.	Loan Period	Percentage of users	
		J.N.U. Library	M.A. Library
01	Adequate	66.2	59.4
02	Inadequate	33.8	40.6
Total		100	100

### **BORROWER CARDS**

The investigator of the study observed that a majority of the users of either library i.e. 72% of J.N.U. Library and 62.4% of M.A. Library are satisfied with the number of borrower cards issued to them. Those who are not satisfied felt that the number of borrower cards issued to them, by their Library should be increased.



**TABLE 56 : COMPARATIVE STUDY OF ADEQUACY OF BORROWER CARDS**

S.No.	Adequacy of borrower cards	Percentage of users	
		J.N.U. Library	M.A. Library
01	Adequate	72.0	62.4
02	Inadequate	28.0	37.6
	Total	100	100

**ISSUE OF BOOKS (Within the library)**

The users of both the libraries are quite satisfied with the material issued to them within the premises of their libraries.

**TABLE 57 : COMPARATIVE STUDY OF ADEQUACY OF ISSUE OF MATERIAL AT A TIME WITHIN THE LIBRARIES**

S.No.	Books issued at a time	Percentage of users	
		J.N.U. Library	M.A. Library
01	Adequate	94.6	92.0
02	Inadequate	05.4	08.0
	Total	100	100

### **AWARENESS ABOUT THE SERVICES**

User awareness about the services provided by a library helps in maximising the use of library collection. The investigator revealed in this study that a majority of the users of both libraries i.e. 80.8% users of M.A. Library and 82.8% users of J.N.U. Library, are well aware about the services provided by their Libraries.

**TABLE 58 : COMPARATIVE STUDY OF USERS AWARENESS ABOUT THE SERVICES**

S.No.	Awareness about the services	Percentage of users	
		J.N.U. Library	M.A. Library
01	Adequate	82.8	80.8
02	Inadequate	17.8	19.2
Total		100	100

### **SOURCES OF AWARENESS**

The users awareness about the services provided by a library for effective and optimum use of a library depends upon the different approaches of a user. The observation and survey conducted in this regard, revealed that a majority of users of MA Library i.e. 62.% have got awareness from the Library staff, Whereas the source of awareness of a majority of J.N.U. Library users i.e. 61.8% is Library bulletin.

**TABLE 59 : COMPARATIVE STUDY OF SOURCES OF AWARENESS**

S.No.	Sources of awareness	Percentage of users	
		J.N.U. Library	M.A. Library
01	Library bulletins	61.8	61.4
02	Library staff	19.2	10.4
03	Teachers	08.2	21.0
04	Class/hostel fellows	05.8	07.2
05	Others	05.0	--
Total		100	100

*Chapter - 7*

**CONCLUSIONS  
&  
SUGGESTIONS**

## CHAPTER-7

### CONCLUSIONS AND SUGGESTIONS

The aim of the present study is to compare and contrast the use of library collection of JNU Library and Maulana Azad Library, A.M.U. from the point of view of their respective users. To make the present Printed material available on both the universities and their libraries have been consulted and the quantitative information about the users and facilities provided by these libraries to their users have been obtained through a structured questionnaire. Analysis of the data has enabled the present investigator to draw some conclusions about the strengths and weaknesses of these libraries. These conclusions and suggestions based on them are as under:

1. Both the libraries, being located quite close to their respective faculties and places of residence, are easily accessible to the users and are used extensively.
2. The present building of the Maulana Azad Library was constructed in 1960 with the provision of separate reading rooms having a total capacity of 850 reading seats and a seven storey book tower. But now, it has become thoroughly inadequate due to manyfold increase in the number of users and collection in course of

time and it is suggested that Library should go in for extension of the present building, providing adequate facilities and sufficient space for reading rooms and collection development. Computerization of library as well as weeding out of unused collection should also be made, so that more space could be available, so as to maximise the use of the Library collection.

3. The new library building of JNU was constructed in the year 1989, consisting of a ground floor, a mezzanine floor and a nine storey tower. Each floor houses different collection and each has its own reading facilities. It has been observed by the present investigator that some sections, housed on different floors are having inadequate than required number of seats and it is suggested that Library should make arrangements for sufficient number of seats in each section, to ensure maximum use of its collection.

4. The Maulana Azad Library provides reading room facility round the clock throughout the year including sundays and public holidays, except a few holidays of religious and national importance. However, certain sections i.e. circulation section, periodical section, manuscript section, Hindi/Sanskrit section, Urdu/Arabic section are open from 8.00 am to 5.00 p.m.

on working days only. Thus the users cannot make the full use of library collection. It is suggested that these sections, too, should be open on all the days to ensure optimum use of the library collection.

5. The JNU Library remains open from 9.00 a.m. to 10.00 p.m. throughout the year including Saturdays, Sundays and public holidays, except for three holidays of national importance and on the occasion of Holi. However, certain sections of the library open are from 9.00 a.m. to 5.00 p.m. on working days only. It has been suggested that all the sections of the library open for longer hours.

6. The atmosphere of the library should be conducive for study and research. It has been found that atmosphere of neither of these libraries is conducive due to the internal noise pollution, which is largely owing to uncovered floors. The concrete floors resound when people move about and seats are dragged and pulled. Such noises disturb the concentration of the readers. To soften such this kind of noise floors of these libraries should be carpeted properly. The other factor which contributes to the noise pollution is chatting in the library halls. Since it is observed that undergraduate and postgraduate students are less

disciplined as compared with the research scholars and faculty members, it is therefore, suggested that the reading space for research scholars and faculty members be separated for that of other users.

7. The success or failure of a library depends upon the adequacy or inadequacy of its collection. From the users' point of view the most adequate collection is one which covers as many subjects as possible. Since users from different sections of the academic community consult different types of material i.e. books, periodicals, reports, conferences proceedings, manuscripts etc., the collection must be adequate in all respects to make it more user-friendly. But the present study reveals that the libraries under reference have failed in this objective. The collection of books and periodicals in them is neither adequate nor uptodate. Neither of the libraries are acquiring new books and new editions even where there are not enough copies of standard text books. Similarly, neither of them are acquiring important journals. Journals which are being acquired by these libraries too, are incomplete because some important numbers are missing. These journals are also received very late, some times as late as by a



year. The following suggesting :

- (a) University libraries should have a well drawn up acquisition policy with the involvement of the users of different categories to build up a really representative collection of the documents or periodicals useful for education and research.
  - (b) Send timely reminders should be despatched for journals not received.
  - (c) Duplication of the journals being subscribed by different departments in the university should be avoided.
  - (d) University libraries should be linked to various local, national and international network systems for the sharing of the resources of different libraries.
8. Technical staff should adopt methods that ensure organization of material in a library in a manner that is most helpful to the users in gaining access to documents from the library that this new. This can be done by classification and cataloguing. It has been observed that JNU Library follows UDC for scientific literature for Physical Sciences and Colon Classification for Social Sciences and Humanities. Users find Colon Classification too complex to locate the required document in the absence of proper guides

from shelves. It is suggested that this should be replaced simpler numerical scheme.

Similarly, Library catalogue in both the university libraries have been assessed as cumbersome since too many cards are filed in the catalogue cabinet which make the it crowded and difficult to consult. Sometimes cards are found missing, the Users are very often disappointed with the library catalogue as it indicates the existence of documents in the library but are found missing or untraceable or on the shelf. Therefore, it is suggested that library catalogues should be updated and libraries should develops a computerized retrieval system for documents.

9. In the use of a library collection much depends on the management and organisation of collection in it. Some problems result from a rose out of misplacement of periodicals and books, gaps in periodicals, books and periodicals issued out to the faculty members for long periods, books and periodicals sent for binding which create hindrance in optimum use of library collection. Such problems could be avoided by better administrative procedures, inculcation of spirit of dedication and sincerity among those carrying out various jobs in the library, computerisation of library operations and

services. Some degree of effectiveness and efficiency can be brought about in the university library system provided that at the entry point trained and qualified personnel are appointed and proper incentives for in services training and promotion schemes based on efficiency and work skills are introduced.

As regard making the use of periodicals more effective, lesser used periodicals should be discontinued in favour of heavily used ones, the files of back number of periodicals should be preserved in microforms, so as to economise space and ensure optimum the use of current periodicals. Some other procedure suggested by the present investigator in this connection are as under:

- (a) Regular shelf rectification to increase the use of the existing library resources.
- (b) Regular updating of library catalogue for better collection use.
- (c) Weeding out of old and little used to documents to improve the quality of collection.
- (d) Proper arrangement of books on the shelves, based on the most helpful scheme of classification.
- (e) Information about various services offered by the library be brought to the notice of the users, through brochures and/or lectures.

# *Appendixes*

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## **APPENDIX-II**

### **QUESTIONNAIRE**

Please put either tick mark( ) in appropriate space, or give answer to the question in the space provided. In case the space provided is insufficient, please use a separate sheet. Please do not leave any question unanswered.

#### **A. GENERAL INFORMATION**

1. (a) Name :.....  
(b) Name of the  
Department/.....  
college/centre/Institution .....  
which you belong to .....
2. You are a  
(a) Undergraduate (B.A./B.Sc./B.Com.)  
(b) Postgraduate student (M.A./M.Sc.Ph.D.)  
(c) Research Scholar (M.Phil./Ph.D.)  
(d) Faculty/staff Members (Teaching and Non-Teaching)
3. Please indicate your place of residence.  
(a) Hostel  
(b) University Campus  
(c) Outside the Campus

4. What is the Frequency of your visit to the University Library.

- (a) Daily
- (b) Two Times a week
- (c) Three times a week
- (d) More than three times a week (Please specify)

5. What is the purpose of your visit to the Library?

- (a) for studying the course material
- (b) For using the reading material for competitive exams.
- (c) For consulting research material
- (d) For popular reading material (Newspaper/Magazine)
- (e) To borrow books from Library
- (f) For preparing to deliver Lecture
- (g) For any other purpose (Please specify)

6. How much time on an average do you spend in the University Library during your visit to the University?

- (a) Less than one hour
- (b) One to two hours
- (c) Two to three hours
- (d) More than three hours (please specify)

7. Are the Library hours adequate for your study requirements?

Yes/No

- (a) If No, please indicate how many hours should they be extended to .....

8. Does the Library have adequate facility of reading space?

Yes/No

(a) If No, Please mention the reasons.....

9. Is the atmosphere of University Library conducive for your study?

Yes/No

(a) If No, please mention the reasons.....

10. Whether the attitude of Library staff is friendly with you?

Yes/No

### **B: COLLECTION**

11. Do you find Library collection strong enough to meet your requirements ?

Yes/No

(a) If No, please mention the reasons.....

### **C: USE OF COLLECTION**

#### **I- Outside the Library**

12. Do you borrow books from the Library?

Yes/No.

(a) If No, please specify the following reasons.

- (i) Consult book in the departmental library.
- (ii) Study from own books
- (iii) Lack of books
- (iv) Misplacement of the book
- (v) Crude behaviour of the staff
- (vi) Any others.

13. Is the loan period sufficient for your study ?

Yes/No

(a) If No, please indicate how much loan period should be extended to:

- (i) One week
- (ii) Two week
- (iii) One month
- (iv) Two months
- (v) More than two months.

14. Are you satisfied with the total number of borrower cards provided to you for home study?

Yes/No

(a) If No, please mentioned how many cards should be given

## II. Within the Library

15. Are you satisfied with the issue of books at a time within the Library?

Yes/No

(a) If No, please mention how many books should be issued at a time.....

16. Which collection is generally used by you?

- (a) Text Books
- (b) Reference Books ( Dictionary, Encyclopaedia, Year Books, Bibliography etc.)
- (c) Journals/Periodicals

(d) Manuscripts/Rare Books

(e) Non-Book Material (Audio-Visual Cassettes, Microfilm, Microfich etc.)

(f) Other materials (Please specify)

#### **D-SERVICES**

17. Are you aware of the services provided by the library?

Yes/No

18. How do you come to know about these services.

(a) Through Library Bulletin

(b) Through Library Staff

(c) Through Teacher

(d) Through Class-Follows/Hostel Fellows

(e) Any other ways (Please specify)

#### **SUGGESTIONS**

Please give your valuable suggestions for over all improvement in Library with particular reference better utilization of Library collections.

.....  
.....  
.....  
.....

**THANKS**

### APPENDIX- III

#### **SCHEDULE TO COLLECT INFORMATION FROM THE LIBRARY**

Please put either tick mark( ) in appropriate space; or give answer to the question in the space provided. In case the space provided is insufficient, please use a separate sheet. Please do not leave any question unanswered.

1.

- (a) Name and Address of the University-----  
-----  
-----  
(b) Year of Foundation -----

2.

- (a) Name and address of the Library -----  
(b) Year of Foundation -----  
(c) Year in which the Library  
Building was built -----

#### **3. PHYSICAL FACILITIES IN THE LIBRARY:**

- i) Total Number of Reading Halls -----  
ii) Total Number of Reading Seats -----  
iii) Does your Library have separate Yes No  
arrangement for reading seats  
for Research Scholars/Teachers -----  
  
iv) Does your Library have adequate Yes No  
Building to meet your requirement? -----  
v) Does your library have adequate facility of:  
  
i) Natural Light -----  
ii) Electric Light -----  
iii) Drinking Water -----

#### **4. LIBRARY WORKING DAYS AND HOURS**

- (i) Working days of the Library during last three  
years:  
1993-94 -----  
1994-95 -----  
1995-96 -----

	YEARS		
(ii) Working hours of the Library	-----	-----	-----
	1993-94	1994-95	1995-96
(a) On working days	-----	-----	-----
(b) On Sundays/Holidays	-----	-----	-----

## 5. MEMBERSHIP

Membership of University Library during the last three academic years

<u>Types of Membership</u>	YEARS		
	-----	-----	-----
	1993-94	1994-95	1995-96
(a) Under-Graduates B.A./B.Sc./B.Com.)	-----	-----	-----
(b) Post-Graduates (M.A./M.Com./M.Sc.)	-----	-----	-----
(c) Research Membership (M.Phil./Ph.D.)	-----	-----	-----
(d) Special Membership	-----	-----	-----
(e) Staff Membership (Teaching/Nonteaching)	-----	-----	-----
(f) Others	-----	-----	-----

## 6. ADMINISTRATION

- i) Does your Library have a Library Committee? YES/NO  
If yes. please indicate the type of Library committee

- (a) Advisory Committee -----  
(b) Executive Committee -----  
(c) Others, if any (Please specify) -----

- ii) What are the powers and functions of Librarian?  
(Please attach a copy of its Constitution, powers, Functions of their Committees and other officers).

- iii) Does the staff of the Library participate YES/NO  
in the management of the Library?.

- iv) Is the University Librarian also a Chairman/director/Head of Department of Library Science in the Univ.?

7. **BUDGET**

- i) Please indicate the budget provision of the following items in the budget estimates' for the last three Financial years:

	Year	In Rs.	
	----	-----	-----
	93-94	94-95	95-96
University	*R _____	_____	_____
	*NR _____	_____	_____
Library	R _____	_____	_____
Bookes & Periodicals	R _____	_____	_____
	NR _____	_____	_____
Library staff	R _____	_____	_____

- ii) Is the present budget adequate to meet your requirements for:

	YES	NO
	---	---
(a) Library	---	---
(b) Books	---	---
(c) Staff	---	---

If no, how much additional amount is required for:

**Amount Required in Rs.**

(a) Library	-----
(b) Books & Periodicals	-----
(c) Staff	-----

\*R - Recurring  
\*NR - Non-recurring



## 8. MANPOWER STAFF

- i) Total strength of the Library staff during the last three financial years:

<u>Types of staff</u>	1993-94	1994-95	1995-96
1. Professional	-----	-----	-----
1.1 Librarian	-----	-----	-----
1.2 Deputy Librarians	-----	-----	-----
1.3 Assistant Librarians	-----	-----	-----
1.4 Professional Assistant	-----	-----	-----
1.5 Semi-Professional Assistant	-----	-----	-----

## 2. Non-Professional Staff

(UDC/LDC/Accounts staff etc.)

3. <u>Skilled</u>	-----	-----	-----
4. <u>Unskilled</u>	-----	-----	-----

- ii) If your Library adequately staffed?                      YES                      NO  
    ---                      --

- (a) If No, please indicate the category-wise additional Staff required:

Category of Staff	<u>No. of staff required</u>
Professional	-----
Non-Professional	-----
Semi-Professional	-----
Skilled	-----
Unskilled	-----

9. **COLLECTION**

- i) Total number of volumes added during the last three Financial years:

<u><b>Reading Material</b></u>	<u><b>Years</b></u>		
	93-94	94-95	95-96
a) Books	-----	-----	-----
b) Rare books/ Manuscripts	-----	-----	-----
c) Bound Volumes of Journals	-----	-----	-----
d) Non-Book Material (Please specify)	-----	-----	-----
e) Special collection,	-----	-----	-----
f) Other Materials	-----	-----	-----

- ii) Does your Library acquired books/Journals through gift and exchange ?

YES	NO
---	--

If yes, please indicate the number of documents acquired through gift/exchange during the last three years:

Book	Gift	-----	-----	-----
	Exchange	-----	-----	-----
Journals	Gift	-----	-----	-----
	Exchange	-----	-----	-----

- iii) What is the Selection Policy of Books and Journals?  
(Plese attach a copy of its policy document,if any)

10. **CIRCULATION**

- (a) Average number of books issued per day -----
- (b) Average number of books consulted  
(within the Library) -----
- (c) Average number of loose issues of  
periodicals loaned out per day -----
- (d) Average number of Journals consulted  
in the Library -----
- (e) Average number of readers coming  
in the Library -----

11. **MAINTENANCE WORK**

- (a) Is the stock verification done in YES NO  
--- ---  
If yes, at what intervals
- (b) Does your library have binding  
facilities --- ---  
If yes, how many items have been bound  
during the last three years:

<b><u>Types of Material</u></b>	<b><u>1993-94</u></b>	<b><u>1994-95</u></b>	<b><u>1995-96</u></b>
Books	-----	-----	-----
Journals	-----	-----	-----
Others (Please specify)	-----	-----	-----

12. **SERVICES**

- i) Does your library provide following services to  
the readers?.

Name of Service Provided	Total No.during the years		
	YES	NO	
	---	---	1993-94 1994-95 1995-96
Circulation	---	---	-----
Reference	---	---	-----
Inter-Library Loan	---	---	-----
Bibliographical	---	---	-----
Newspaper/Press	---	---	-----
Clipping	---	---	-----

Name of Service:	YES	NO	1993-94	1994-95	1995-96
-----	---	---	-----	-----	-----
Current Awareness	---	---	-----	-----	-----
Selective Dissemination of Information	---	---	-----	-----	-----
Reprography	---	---	-----	-----	-----
Indexing and Abstracting	---	---	-----	-----	-----
Advisory	---	---	-----	-----	-----
Extension (Please specify)	---	---	-----	-----	-----

13. **COMPUTERIZATION**

- i) Does your library have computer? YES/NO  
If yes, what type of computer you have,  
(Please specify)
- ii) 1. Is the computer in actual operation in the Library?
- (a) House-keeping Jobs -----
- (b) Reader's Services -----
- 1.2 If No, Are you interested in computerization of Library Services?
- If yes, what steps you have taken in this regard:  
-----

14. **LIBRARY CO-OPERATION**

- (a) Does your library cooperate with the Libraries of other Institutions/Centres/Universities/.
- (b) If yes, please list the Universities/Institutions/Centres and also mentioned the areas of cooperation.  
-----  
-----

15. What types of problems you come across in problems you come across in providing better service to the readers:

- (a) Lack of funds -----
- (b) Lack of Staff -----
- (c) Lack of Trained Staff -----
- (d) Lack of cooperation from the readers -----
- (e) any other reason (Please specify) -----

16. (a) Does your library bring out Annual Report?  
YES/NO  
If yes, please supply a copy of last three years.

(b) Does your library takes part in publication?  
YES NO

17. **FUTURE PLAN AND SUGGESTIONS**

i) Are you going to introduce any new services for the readers in near future? YES NO

If yes, please mention the name of service.  
-----

ii) What is the future plan for the development of your Libray? (Please attach a copy of detailed plans etc. and also give suggestions to improve the Library collection, Services, facilities etc.